u5CMS User Manual

English Edition

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This document, the CMS installation files (ZIP file containig MySQL file, PHP files etc.) as well as a video tutorial are available at http://www.yuba.ch/u5cms
There, you can also order physical copies printed in colour.

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1 How to access your u5CMS backend

You can access the backend of the u5CMS by either **double-clicking** on any page of your site at the **top left corner**, or by entering the URL of the backend http:// ... / u5admin / in the address bar of your browser. The double-click is the preferred method as the page on which you double-clicked is displayed in the backend.

Figure 1: Double-click on any page of your website at the top left corner to access the u5CMS backend...

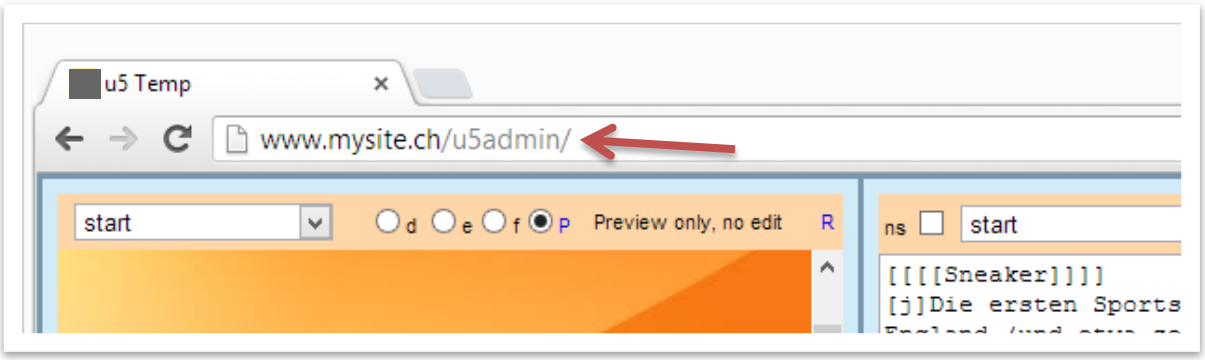


Figure 2: ...or enter the URL of the backend http://.../u5admin/ in the address bar of your browser. If the backend does not render on touch devices, e. g. iPad, add ?i to the ULR, i. e. http://.../u5admin/?i

Tip 1: On each session, before entering the u5CMS backend, you are asked once to provide your user name and password. If this takes place during installation when no user has been registered yet, use the following login data: user name: **`Temp`** password: **`FirstPassword7`** Pay attention to the correct capitalization. If the initial login does not work during a new installation (and you are sure it is a new installation), see Troubleshooting in Chapter 27).

Tip 2: Since the login into the u5CMS backend occurs using the login dialog of the browser (so-called Basic Authentication), there is no explicit logout option. A session ends when you close all browser windows, except for certain browsers like Chrome which require that you restart the computer.

Tip 3: In case you've forgotten your personal login to the u5CMS backend, order a new one at http://www.mysite.ch/reset.php. Instead of www.mysite.ch, enter the address of your website which you are using with u5CMS, of course.

2 What's in the backend

The u5CMS consists of three columns. From left to right: the first two columns (1 and 2) are designed to display the preview and/or the editor of a page. Normally, the first column is the preview and the second the editor. The third column 3, i.e. the narrow column on the right, is your file storage area, called PIDVESA repository. There, your pages, your uploaded files, your links, and all the settings are listed and available. The structure of the PIDVESA repository is explained later in this chapter.

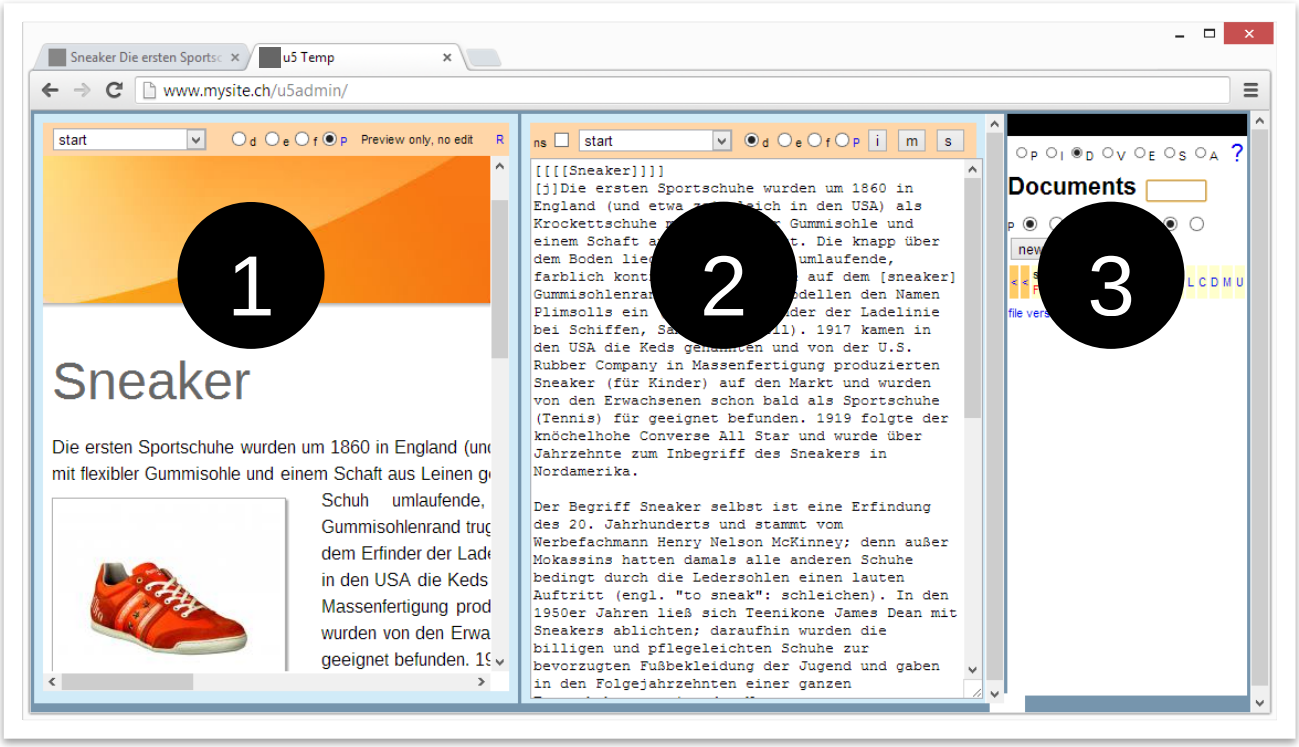
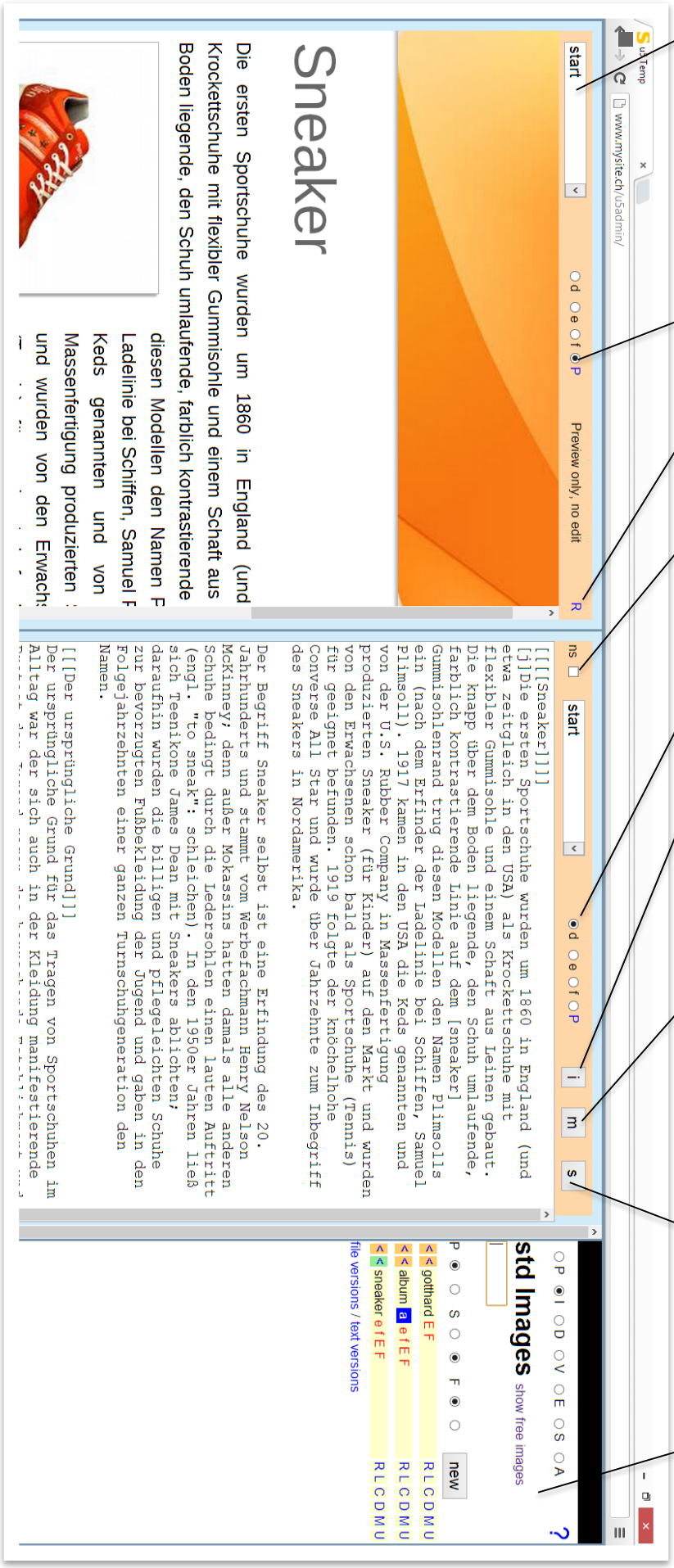


Figure 3: The u5CMS backend's three columns: Preview, editor, and file storage area called PIDVESA repository.

In case the preview 1 is not updated during editing, save the page if necessary and do a page reload pressing the **F5 key** (Windows) or **cmd r** (Mac).

The individual controls in the u5CMS backend are described on the next page.


start
d e f P
Preview only, no edit
R
ns
start
d e f P
i
m
s
Sneaker
Die ersten Sportschuhe wurden um 1860 in England (und
Krockettschuhe mit flexibler Gummisohle und einem Schaft aus
Boden liegende, den Schuh umlaufende, farblich kontrastierende
diesen Modellen den Namen F
Ladelinie bei Schiffen, Samuel F
Keds genannten und von
Massenfertigung produzierten
und wurden von den Erwachs
[[[[Sneaker]]]]
[j]Die ersten Sportschuhe wurden um 1860 in England (und
etwa zeitgleich in den USA) als Krockettschuhe mit
flexibler Gummisohle und einem Schaft aus Leinen gebaut.
Die knapp über dem Boden liegende, den Schuh umlaufende,
farblich kontrastierende Linie auf dem [sneaker]
Gummisohlenrand trug diesen Modellen den Namen Plimsolls
ein (nach dem Erfinder der Ladelinie bei Schiffen, Samuel
Plimsoll). 1917 kamen in den USA die Keds genannten und
von der U.S. Rubber Company in Massenfertigung
produzierten Sneaker (für Kinder) auf den Markt und wurden
von den Erwachsenen schon bald als Sportschuhe (Tennis)
für geeignet befunden. 1919 folgte der knöchelhohe
Converse All Star und wurde über Jahrzehnte zum Inbegriff
des Sneakers in Nordamerika.
Der Begriff Sneaker selbst ist eine Erfindung des 20.
Jahrhunderts und stammt vom Werbefachmann Henry Nelson
McKinney; denn außer Mokassins hatten damals alle anderen
Schuhe bedingt durch die Ledersohlen einen lauten Auftritt
(engl. "to sneak": schleichen). In den 1950er Jahren ließ
sich Teenikone James Dean mit Sneakers ablichten;
daraufhin wurden die billigen und pflegeleichten Schuhe
zur bevorzugten Fußbekleidung der Jugend und gaben in den
Folgejahrzehnten einer ganzen Turnschuhgeneration den
Namen.
[[[Der ursprüngliche Grund]]]
Der ursprüngliche Grund für das Tragen von Sportschuhen im
Alltag war der sich auch in der Kleidung manifestierende
P I D V E S A
std Images
Show free images
new
gotthard E F
album E F
sneaker E F
R L C D M U
file versions / text versions

The first possibility to choose the page you intend to edit.

Check **P** to display the preview.
If you click on the letter P instead of the button the live website opens in its last-saved state.

If you navigate in the preview, click on this **R** to re-synchronize the part on the right (re-sync).

Check **ns** if you don't want the two parts to synchronize.

Select the language in which you want to edit the right view.

Click this **i** button to display the list of insertable formats.

Click this **m** button to edit the meta data for each page. Most important for the search engines is the title tag. The automatic title tags are marked at the end by 3 dots separated by spaces. Manual editing: Click on tag and delete the 3 dots. Returning to automatic editing: Void the title tag field and save (the field remains empty, but will have content on the next page view).
The title tag comprises a second, invariant part; editing of this part – see Chapter 25.

Click this **s** button to save your changes. Alternatively, press Ctrl+s. If pages with complex content cannot be saved, it is due to the security settings of your provider (have them lowered).

This column contains the **PIDVESA** repository, i.e. the storage area of your pages, images, PDFs, mp3s, videos, links etc. (we call these items „objects"). This column is described in detain on the following page.

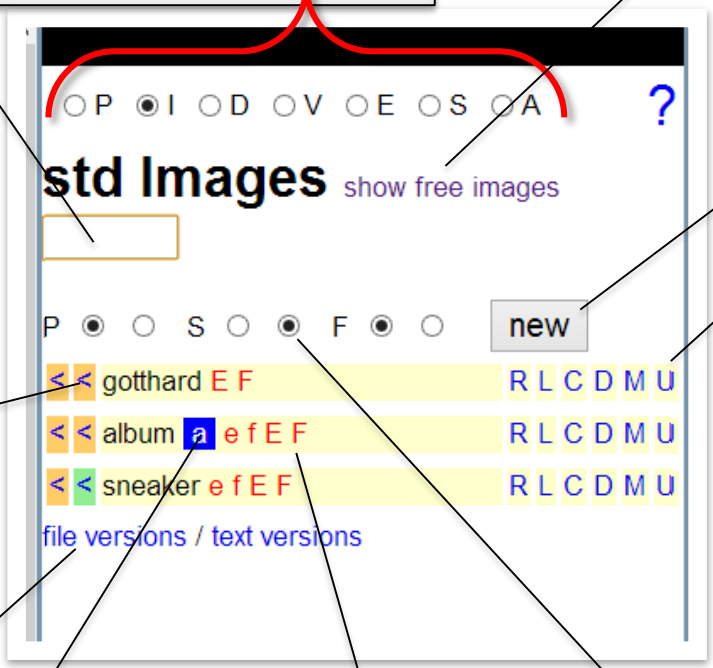
2 What's in the backend

By selecting one of the radio buttons **P, I, D, V, E, S,** and **A** you choose the list to be displayed. In the example pictured, **I** (images) is selected.

P = Pages (your pages, s. Chapter 3 - 7 and 14 - 16)
I = Images (your images, see Chapter 8)
D = Documents (PDFs, doc, zip and other downloads, see Chapter 9)
V = Videos and audio files (see Chapters 11 and 12)
E = External links and email addresses (see Chapter 10)
S = Specials: Form data input (K21), fixed title & choice of starting page & languages (K25), HTML template & CSS (K23)
A = Account management; here, you can change your password (Chapter 24), and register new users of the backend (Chapter 24) and of the intranet (Chapter 19).

Certain areas of the **PIDVESA** repository are split in two (region **I** for images/photos pictured). The images are either **std** (standard) or **free images**. Using this link, you can toggle between std and free. **std images** are exclusively jpg images displayed in predefined* sizes on the page and can be enlarged with mouse clicks. **Free images** can be in the png or gif formats besides jpg, and will appear in the size in which they are uploaded.
* see define sizes in Chapter 25

In this field you can **filter** the list of objects. Please note that if this field has content, you will not see all of it!


P I D V E S A ?
std Images
show free images
P S F
new
< < gotthard E F
R L C D M U
< < album a e f E F
R L C D M U
< < sneaker e f E F
R L C D M U
file versions / text versions

Use this button to create a new object. Since we are in the **I** area, a variable for a **std image** would be created.

Click on the right arrow next to an object to insert the object in the editor opened in the right column. The object is then represented in the editor by its name set between square brackets, and the arrow background will turn green.

After creating a new object according to the box above, click on **U** to upload a file (in this example, an image).

R = Rename
L = Localize (show on which pages it is included)
C = Copy
D = Delete
M = meta data of the object (e.g. caption)
U = Upload (Not all objects have a U)

Under **file versions**, this list displays all uploaded files in chronological order. Per upload day, one version is kept.
Under **text versions**, the list displays all recorded text entries in chronological order. So, if you mistakenly delete or deface something, you can retrieve the original text here.

The white a on blue background indicates that this object contains more than one image; is it a photo album.

Further symbols not shown here are:

. c **closed user group**. The content is only accessible by means of a login*. The prefix dot exists only with files, indicating that the .htaccess file demanding a direct access login was successfully written.

H **Hidden**. Not directly accessible, only if embedded in another page.

i **indexing off**. Is indexed neither by the local search machine nor by Google** & Co.

← this page is the start page.

The red letters indicate which contents and meta data in which languages are missing.

The **PSF** twin radio buttons set the appearance of the object lists:
P: Preview on / off
S: Sort alphabetically / chronologically
F: Filter: display all / display only linked and unused objects. Please note: You don't see all if the filter is on (= right button checked)!

*You can define logins either manually a page at a time according to Chapter 14, or you add an exclamation mark as a prefix to the page name, which assigns it to the intranet which means it is automatically password-protected. Chapter 19 shows how to add users to the intranet.

**If you alter „indexing off" (see publicity status, Chapter 14), external search engines like Google & Co take a few days to a few weeks to show a reaction.

3 Editing and formatting texts

Select a page in one of three ways: You can visit the "real" site (frontend) and doubleclick in the top left corner on the page of your choice, which causes this page to be opened in the editor. Or, you can choose the page you want to edit here or here in the CMS backend.
Just write in the editor (2). You can use the keyboard to indicate the formats* (e.g. headings are set between 4 pairs of brackets), but you can also use the i button to indicate formats.
When finished typing using s-save button (or Ctrl s) and view the live results by clicking on the letter (!) Not the circle P click.
Save the finished page with the **s** button or by pressing CTRL-s and view the result by clicking the letter **P** (not the radio button!).

Preview only, no edit
start
[[[[Sneaker]]]]
[j]Die ersten Sportschuhe wurden um 1860 in England (und etwa zeitgleich in den USA) als Krockettschuhe mit flexibler Gummisohle und einem Schaft aus Leinen gebaut. Die knapp über dem Boden liegende, den Schuh umlaufende, farblich kontrastierende Linie auf dem [sneaker] Gummisohlenrand trug diesen Modellen den Namen Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen, Samuel Plimsoll). 1917 kamen in den USA die Keds genannten und von der U.S. Rubber Company in Massenfertigung produzierten Sneaker (für Kinder) auf den Markt und wurden von den Erwachsenen schon bald als Sportschuhe (Tennis) für geeignet befunden. 1919 folgte der knöchelhohe Converse All Star und
2
[[[Der ursprüngliche Grund]]]
Der ursprüngliche Grund für das Tragen von Sportschuhen im Alltag war der sich auch in der Kleidung manifestierende Protest der Jugend gegen das herrschende Establishment und die Erwachsenenkultur, die glanzpolierte Lederhalbschuhe bevorzugte. Zum Erhalt und der weiteren Verbreitung trugen auch der wesentlich geringe Pflegeaufwand (kein Glanz und keine Lederpflege, da größtenteils Kunstfaserschäfte) und die im Vergleich zu hochwertigen Lederschuhen günstigeren Ladenpreise der durch billige Massenfertigung (angespritzte und vulkanisierte Machart) hergestellten Sneaker bei.
std Pages
start
listslinescharcters E
zumbeispielformate
navigation H
gotthardtunnel E F
trottinett
news E F
slogan E F
formular E F
plus1andlike
questionnaire E F
skiplinks
sitemap
footer H E F
intranet E F
thanks
trottinettvideo E F
file versions / text version

If pages with complex content cannot be saved, it is due to the security settings of your provider (have them lowered).

* For experienced users it is often more efficient to type formats and object references directly rather than inserting them by mouse clicks, but it requires knowledge how to type opening and closing brackets. The u5CMS formats and object references are set into brackets (except if the references are in the html template, see Chapter 23). Depending on your keyboard layout (language settings of your keyboard) and depending on the operating system, the square brackets must be typed with different key combinations:
For example, in Switzerland under Windows, press AltGr + ü for [and AltGr+ ! for];

and in Switzerland and some other countries on Mac press alt + 5 for [and alt + 6 for]

(alt corresponds to ⌥). For more on the CH / D Mac keyboard see http://de.wikipedia.org/wiki/Hilfe:Wikipedia_am_Mac

4 The most important formats

The Heading is set between 4 pairs of brackets

```
[[[[Heading]]]]
```

Possible subheadings are set between 3 pairs of brackets

```
[[[Subheading]]]
```

Sub-subheadings are set between 2 pairs of 2 brackets

```
[[Sub-subheading]]
```

Objects such as images, PDF files, links, videos, mp3s etc. from the PIDVESA repository are linked using simple brackets. If the object exists, it or its link is displayed in the preview and on the live page; if it is missing, only its placeholder in brackets is displayed.

```
[vacationphoto]
```

If a paragraph is to be displayed as justified, prefix it with `[j]` (= enable justification) and suffix it with `[-]` (= disable justification).

```
[j]Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et earebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.[-]
```

Anchors
Set an anchor:
`[#a:]anchorname[:#a]`

Jump to this anchor within a page:
`[#:]anchorname?#linktext[:#]`

Jump to the above anchor from another page:
`[linktext:targetpagename?#anchorname]`
Do not forget the questionmark!

Additionally, the following symbols are used in defining type face attributes:

bold	`[b]Lorem ipsum[/]`
italics	`[i]Lorem ipsum[/]`
highlight	`[h]Lorem ipsum[/]`
small type face	`[>]Lorem ipsum[/]`
larger type face	`[<]Lorem ipsum[/]`
typewriter	`[m]Lorem ipsum[/]`
superscript	`[up]Lorem ipsum[/]`
subscript	`[dn]Lorem ipsum[/]`
etc.	

Superglobals

`[_myurl_]`
renders your site's URL.

`[_mymail_]`
renders the $mymail address according to the config.php.

`[_pagename_]`
renders the pagename according to the GET parameter c.

`[_language_]`
renders the language code according to the GET parameter l.

4 The most important formats

Bulleted lists:

```
[u:]
---Äpfel---
---Birnen---
---Bananen---
[:u]
```

Numbered lists:

```
[o:]
---Gold---
---Silber---
---Bronze---
[:o]
```

Tables:

```
[t:]
||          |* ZH *|* BE *|* VD *|* GE *||;
||* Temp *| 22°C | 21°C | 20°C | 19°C ||;
||* Sun  *| 4h   | 5h   | 4h   |  6h  ||;
||* Rain *| 0    | 0    | 2mm  |  0   ||;
[:t]
```

The next page shows the examples above in the CMS backend.

Example of a nested numbered list:

```
[o:]
---America---
---Europe---
    [o:]
    ---Switzerland---
    ---Germany---
    ---France---
    ---Italy---
     [:o]
---Africa---
---Asia---
[:o]
```

Tip: Lists in texts which right-wrap around an image

PROBLEM: The indention with lists are aligned left.

SOLUTION: Align these lists with the command „stay right“:

```
[s][u:]
---Äpfel---
---Birnen---
---Bananen---
[:u][-]
```

4 The most important formats

Appearance of the examples „bulleted list“, „numbered list“, and „Table“ in the CMS backend

Punktierte Listen machen Sie so:

- Äpfel
- Birnen
- Bananen

Nummerierte Listen machen Sie so:

1. Gold
2. Silber
3. Bronze

Tabellen machen Sie so:

	ZH	BE	VD	GE
Temp	22°C	21°C	20°C	19°C
Sun	4h	5h	4h	6h
Rain	0	0	2mm	0

Preview only, no edit

examples

Create new Page, Publicity status (Public, Offline, Logins)

BLOCKFORMATS: align right | centered | justified | list123 | list••• | stay right |

ELEMENTS: form | goto | html | incl | line | link | mark | picture L | picture S | table |

INLINEFORMATS: A | < | > | abbreviation | acronym | bold | hilite | italic | mono | su

TITLES: xcaption | xshare | maintitle | subtitle | undersubtitle |

[] ¶ | nbsp | shy | - | – | — | - | ² | ³ | « » | ½ | ⅓ | ⅔ | ¼ | ¾ | ... | → | ± | ≈ | | |

```
Punktierte Listen machen Sie so:
[u:]
---Äpfel---
---Birnen---
---Bananen---
[:u]

Nummerierte Listen machen Sie so:
[o:]
---Gold---
---Silber---
---Bronze---
[:o]

Tabellen machen Sie so:
[t:]
|                 |* ZH *|* BE *|* VD *|* GE *|;
|* Temp *| 22°C | 21°C | 20°C | 19°C |;
|* Sun  *| 4h   | 5h   | 4h   | 6h   |;
|* Rain *| 0    | 0    | 2mm  | 0    |;
[:t]
```

5 Formatting the right way and effects of formatting mistakes

Formats which you open need to be closed, too. If you nest formats, the format that you opened last must be closed first. Examples:

Begin justification and end it.
```
[j]Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam
nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam
voluptua.[-]
```

Begin bold type and end it.
```
This is [b]very[/] important!
```

Heading
```
[[[[Hello]]]]
```

Added color
```
[hot]Hello[/]
```

Combination
```
[[[[ [hot]Hello[/] ]]]]
[j]Lorem ipsum dolor sit amet, This is [b]very[/] important! consetetur
sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore
magna aliquyam erat, sed diam voluptua.[-]
```

Make sure to type a space each to separate formatting commands for headings from their square brackets.

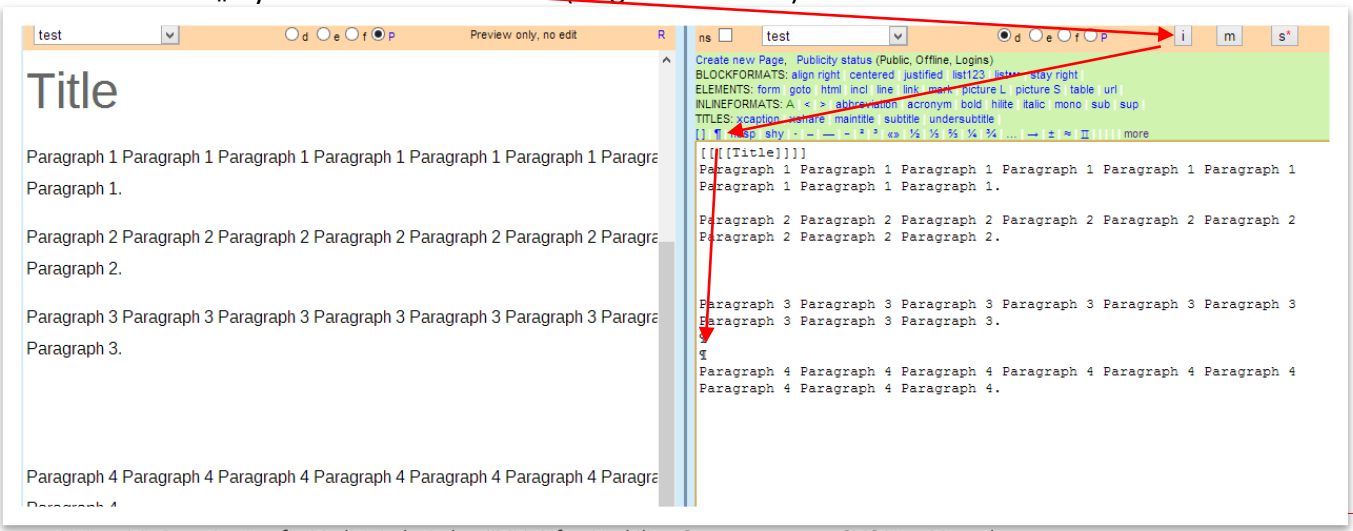
Failing to close formats correctly may cause containers placed on the right side of your page to move down.

In certain situations you cannot use a format over several paragraphs; you have to format each paragraph:
```
[j]Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam
nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam
voluptua.[-]

[j]At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd
gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet[-]
```

6 Paragraph control

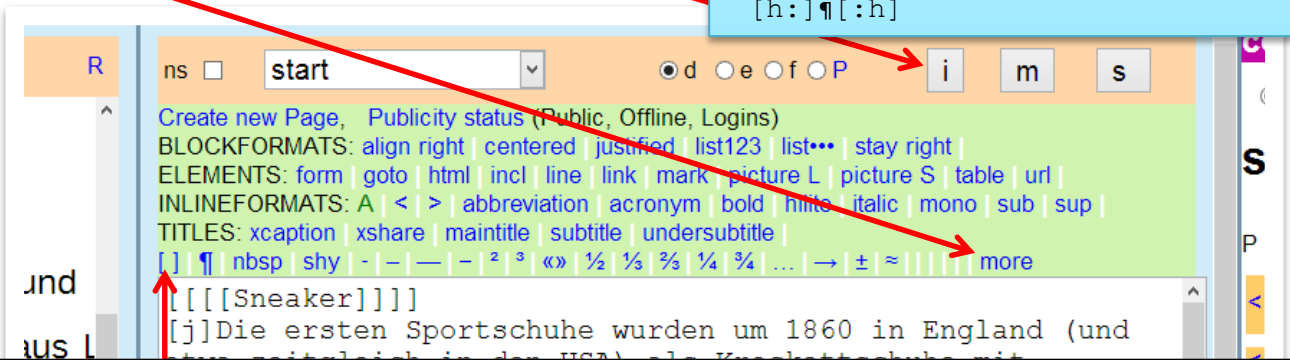
Simply create paragraphs using the Enter key. However, pressing the enter key repeatedly will not create especially large gaps between paragraphs; to that end you have to insert the paragraph character ¶ by means of the **i** button (single or stacked).


test
Preview only, no edit
Title
Paragraph 1 Paragraph 1 Paragraph 1 Paragraph 1 Paragraph 1 Paragra
Paragraph 1.
Paragraph 2 Paragraph 2 Paragraph 2 Paragraph 2 Paragraph 2 Paragra
Paragraph 2.
Paragraph 3 Paragraph 3 Paragraph 3 Paragraph 3 Paragraph 3 Paragra
Paragraph 3.
Paragraph 4 Paragraph 4 Paragraph 4 Paragraph 4 Paragraph 4 Paragra
test
[[[[Title]]]]
Paragraph 1 Paragraph 1 Paragraph 1 Paragraph 1 Paragraph 1 Paragraph 1
Paragraph 1 Paragraph 1 Paragraph 1.
Paragraph 2 Paragraph 2 Paragraph 2 Paragraph 2 Paragraph 2 Paragraph 2
Paragraph 2 Paragraph 2 Paragraph 2.
Paragraph 3 Paragraph 3 Paragraph 3 Paragraph 3 Paragraph 3 Paragraph 3
Paragraph 3 Paragraph 3 Paragraph 3.
¶
Paragraph 4 Paragraph 4 Paragraph 4 Paragraph 4 Paragraph 4 Paragraph 4
Paragraph 4 Paragraph 4 Paragraph 4.

7 Inserting special characters

Expand the format menu by clicking the **i** button.
Click on **more** and find the desired special character.

Reserved characters besides square brackets
Three more characters appear in the editor, but not on the page, since they have a function:
The paragraph sign ¶ makes a new paragraph. The generic currency sign ¤ inserts an unprotected, non-breaking space. The cedilla ¸ is a conditional hyphen.
In case you want to show these characters on the page as part of the content, define them as HTML by enclosing them between `[h:]`and `[:h]`, e.g. `[h:]¶[:h]`


start
i
m
s
Create new Page, Publicity status (Public, Offline, Logins)
BLOCKFORMATS: align right | centered | justified | list123 | list••• | stay right |
ELEMENTS: form | goto | html | incl | line | link | mark | picture L | picture S | table | url |
INLINEFORMATS: A | < | > | abbreviation | acronym | bold | hilite | italic | mono | sub | sup |
TITLES: xcaption | xshare | maintitle | subtitle | undersubtitle |
[ ] | ¶ | nbsp | shy | - | – | — | ‒ | ² | ³ | « » | ½ | ⅓ | ⅔ | ¼ | ¾ | … | → | ± | ≈ | more
[[[[Sneaker]]]]
[j]Die ersten Sportschuhe wurden um 1860 in England (und

Please note: Do not use these brackets for formatting or for objects. Use them only exceptionally when you want to write brackets without CMS-related effect.

Furthermore: ¶=insert empty paragraph; nbsp=insert protected space; shy=insert soft hyphen.

Tip1: use soft hyphens
The figure above shows **shy** among the special characters which stands for soft hyphen, a hyphen becoming visible on your page only if the word containing it is at the end of the line and must be wrapped. With all long words –mainly within the navigation menu*– you should indicate all dividable places by moving the cursor there and then clicking on **shy**. You will see, e.g., this in the editor:
`Schiff¸fahrts¸ge¸sell¸schaft` (the character ¸ isn't a comma, but a shy!)

*Please note that long words which barely fit in the navigation on your screen may be rendered in a larger font on mobile devices etc. and should appear divided/wrapped. For maintenance of navigation, see Section 18.1.

Tip2: use multiple spaces for indenting or moving content
Although it is considered bad practice to move content with multiple spaces, sometimes it's just practical. However, several blank spaces are displayed in the editor only, not on your website. There, several blank spaces are always summed up to a single space. Not so when you click on **nbsp** in the menu shown above: this inserts a so-called protected blank space, which is displayed in the editor as ¤and on the internet as a space. The real purpose of the protected blank space (**nbsp** stands for non-breaking space) is to hold together what's left and right of it so that the parts are never divided by a line break. So, the typografically correct way to write e.g. or e. g. would be e.¤g.

Tip3: Proper use of the different dashes
A particular dash, the **shy**, was introduced in Tip1. Further there are:

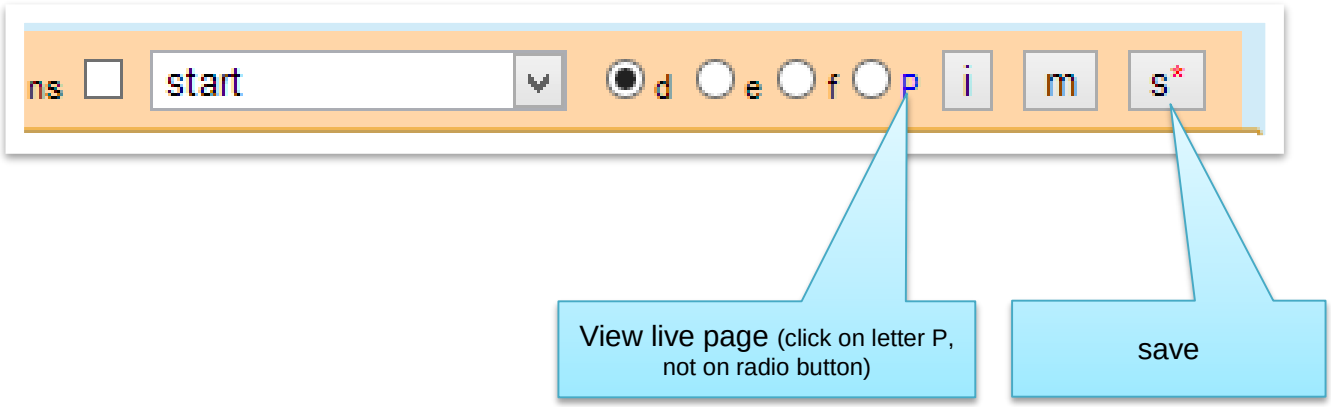
- the **medium dash** (the so-called en-dash, or suitable as a substitute for the word "to");
- the **non-breaking hyphen** (e. g. for names such as Müller-Crepon, which should not be divided at the end of the line);
- the **long dash** (so-called em-dash), which can be used in various instances (excursive apposition, interruption in the direct speech etc.).
- further the **minus sign** , the **hyphen** and the **double hyphen**

Do **not** use dashes or hyphens for syllabication. Syllabication has to be done with **shy** (see Tip1).

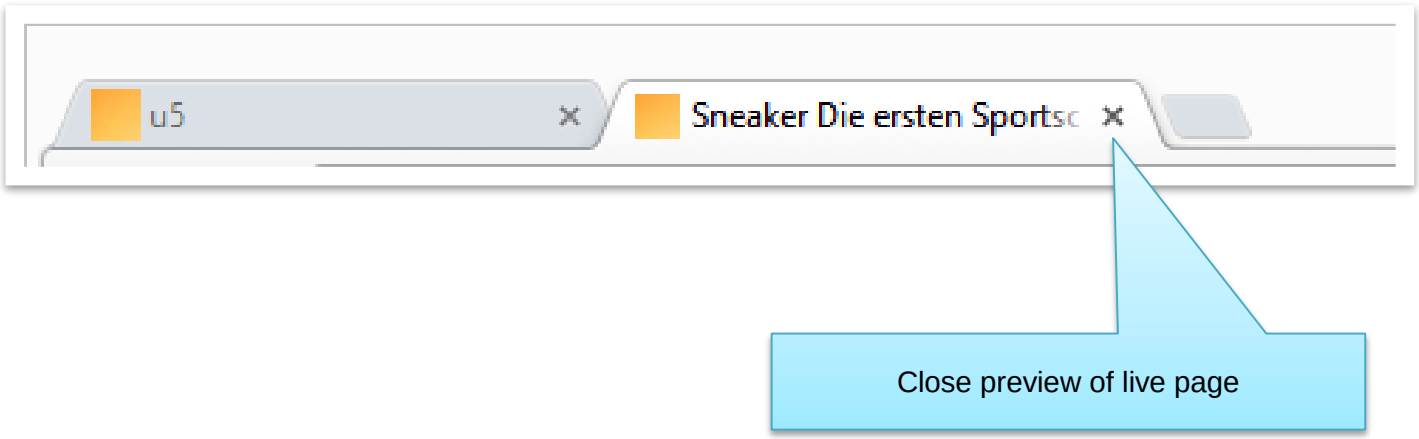
A Reminder

Tip 1

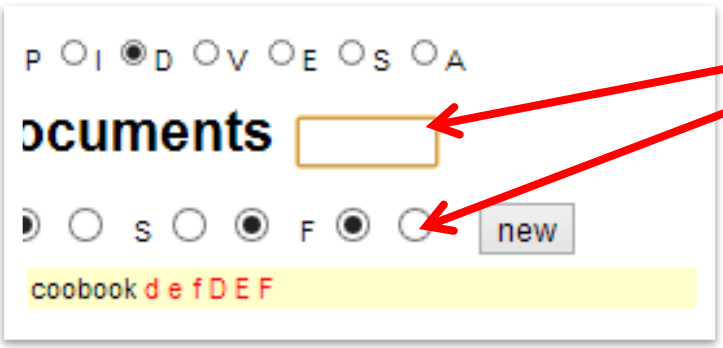
You can always view the live page by clicking the letter **P** (not the radio button) AFTER saving the page.



The live page appears under a new browser tab which you have to close to return to the CMS backend editor.



Tip 2



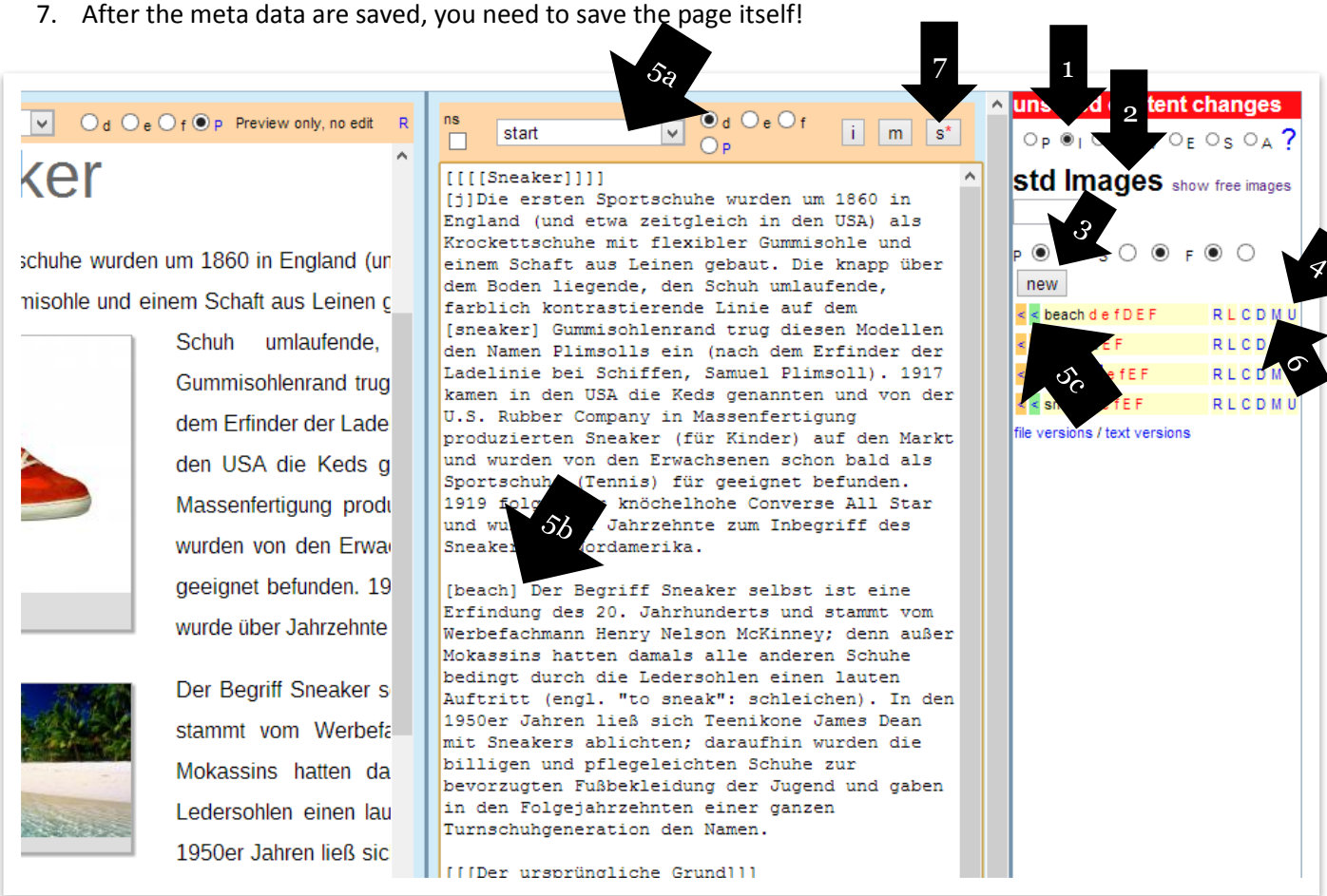
If, in PIDVESA,
the filter field isn't empty
or the left filter button not checked,
you can't see all!

8 Uploading and embedding images

std Images are only accepted as JPGs with RGB colors. These images are scaled down automatically (both view and file size), displayed in a picture frame and offered with a zoom option. Switch over to **free images** if the image is supposed to be displayed at its original size, without frame and zoom option. Besides JPG, **free images** may be in the PNG and GIF formats.

8.1 Single image

1. In the u5CMS backend, choose **I** in the PIDVESA navigation.
2. The heading should now be **std Images**; if not, click on the respective link (except you intend to upload a free image; see blue box above).
3. Now click on the **new** button and give a name to the placeholder for the image in the appearing window, e.g. **beach**.
4. After saving 3., the placeholder **beach** appears on the list in PIDVESA's **I**. There, click on **U** for Upload. Upload the image in the Upload Dialog box.
   If you have two or three languages defined in your CMS, you will see two or three Select File buttons because you have the option to upload a different image for each language. If the same image is to appear in all languages, upload it only for the first language. The first language is always the default language, be it for images, text or other objects. To configure the active language for your content in the CMS, see Chapter 25.
5. Now, insert the image in a page. If needed, select the page (5a). Place (by clicking) the cursor where you want the image (5b, the example shows the image already inserted). Click this arrow (5c, the example shows the arrow already with green background because the image has already been inserted).
6. Now, enter under **M** the meta data of your picture. The Short Caption appears below the image on the page, while the Long Caption appears below the image if enlarged by clicking. The Alt Text addresses blind users as it is read out to them.
7. After the meta data are saved, you need to save the page itself!

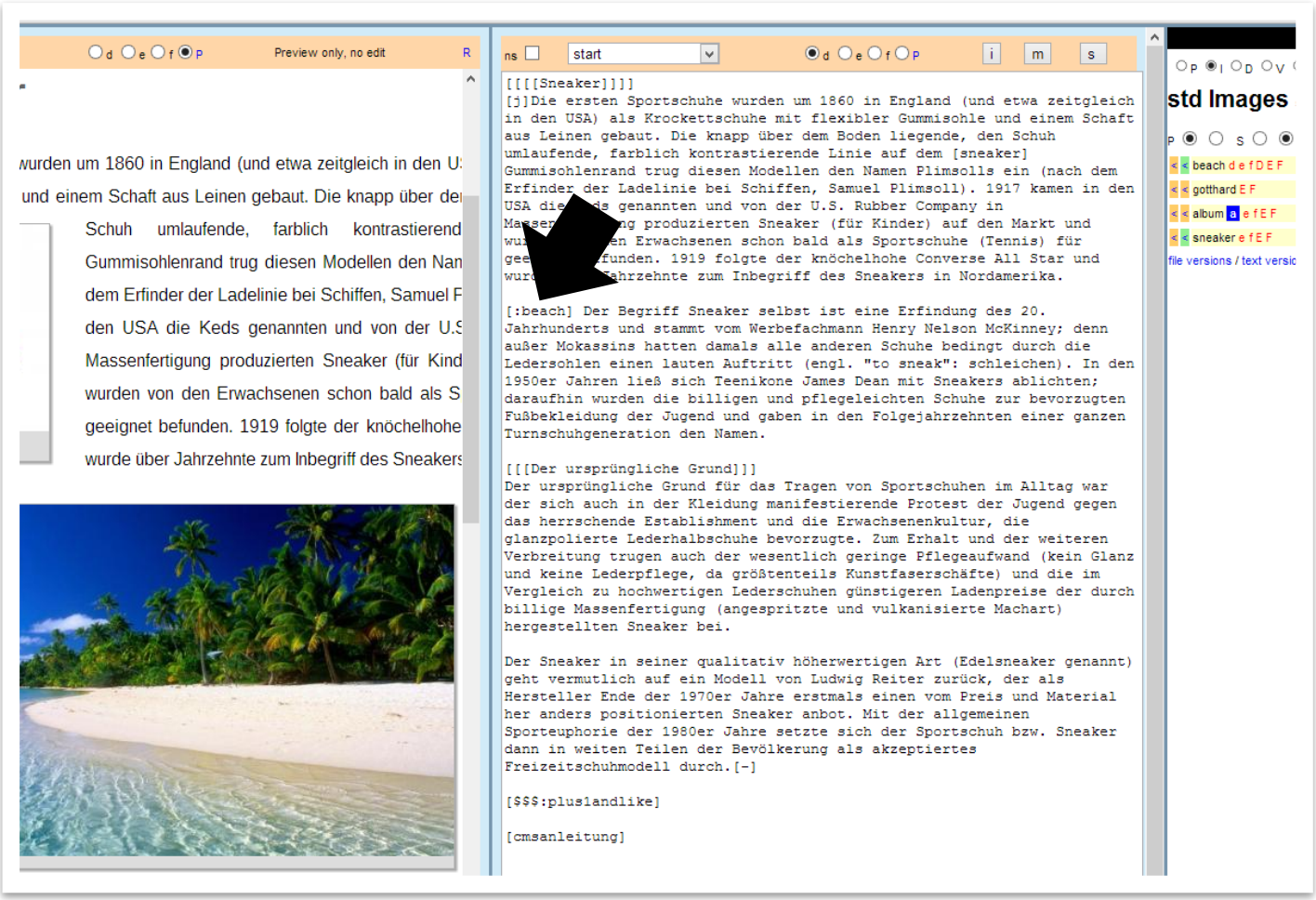

5a
7
1
2
3
4
5c
6
5b
Preview only, no edit
start
[[[[Sneaker]]]]
[j]Die ersten Sportschuhe wurden um 1860 in England (und etwa zeitgleich in den USA) als Krockettschuhe mit flexibler Gummisohle und einem Schaft aus Leinen gebaut. Die knapp über dem Boden liegende, den Schuh umlaufende, farblich kontrastierende Linie auf dem [sneaker] Gummisohlenrand trug diesen Modellen den Namen Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen, Samuel Plimsoll). 1917 kamen in den USA die Keds genannten und von der U.S. Rubber Company in Massenfertigung produzierten Sneaker (für Kinder) auf den Markt und wurden von den Erwachsenen schon bald als Sportschuh (Tennis) für geeignet befunden. 1919 folg knöchelhohe Converse All Star und wu Jahrzehnte zum Inbegriff des Sneake ordamerika.
[beach] Der Begriff Sneaker selbst ist eine Erfindung des 20. Jahrhunderts und stammt vom Werbefachmann Henry Nelson McKinney; denn außer Mokassins hatten damals alle anderen Schuhe bedingt durch die Ledersohlen einen lauten Auftritt (engl. "to sneak": schleichen). In den 1950er Jahren ließ sich Teenikone James Dean mit Sneakers ablichten; daraufhin wurden die billigen und pflegeleichten Schuhe zur bevorzugten Fußbekleidung der Jugend und gaben in den Folgejahrzehnten einer ganzen Turnschuhgeneration den Namen.
[[[Der ursprüngliche Grund]]]
std Images
show free images
new
beach
file versions / text versions

8.2 Alternative size and alternative orientation of an image

To display the image larger, prefix the name with a colon [:beach]

Two colons in front of the name causes the image to show in its original size, but aligned right [: :beach]

Try more colons for other formats.

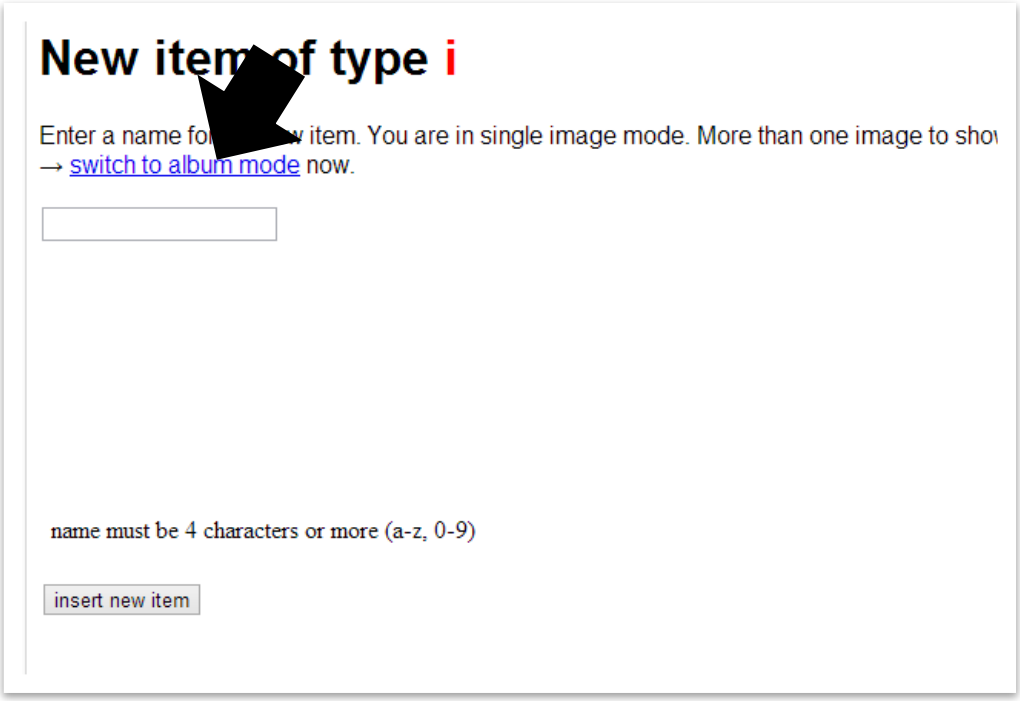

Preview only, no edit
start
[[[[Sneaker]]]]
[j]Die ersten Sportschuhe wurden um 1860 in England (und etwa zeitgleich in den USA) als Krockettschuhe mit flexibler Gummisohle und einem Schaft aus Leinen gebaut. Die knapp über dem Boden liegende, den Schuh umlaufende, farblich kontrastierende Linie auf dem [sneaker] Gummisohlenrand trug diesen Modellen den Namen Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen, Samuel Plimsoll). 1917 kamen in den USA die Keds genannten und von der U.S. Rubber Company in Massenfertigung produzierten Sneaker (für Kinder) auf den Markt und wurden von den Erwachsenen schon bald als Sportschuhe (Tennis) für geeignet befunden. 1919 folgte der knöchelhohe Converse All Star und wurde über Jahrzehnte zum Inbegriff des Sneakers in Nordamerika.
[:beach] Der Begriff Sneaker selbst ist eine Erfindung des 20. Jahrhunderts und stammt vom Werbefachmann Henry Nelson McKinney; denn außer Mokassins hatten damals alle anderen Schuhe bedingt durch die Ledersohlen einen lauten Auftritt (engl. "to sneak": schleichen). In den 1950er Jahren ließ sich Teenikone James Dean mit Sneakers ablichten; daraufhin wurden die billigen und pflegeleichten Schuhe zur bevorzugten Fußbekleidung der Jugend und gaben in den Folgejahrzehnten einer ganzen Turnschuhgeneration den Namen.
[[[Der ursprüngliche Grund]]]
Der ursprüngliche Grund für das Tragen von Sportschuhen im Alltag war der sich auch in der Kleidung manifestierende Protest der Jugend gegen das herrschende Establishment und die Erwachsenenkultur, die glanzpolierte Lederhalbschuhe bevorzugte. Zum Erhalt und der weiteren Verbreitung trugen auch der wesentlich geringe Pflegeaufwand (kein Glanz und keine Lederpflege, da größtenteils Kunstfaserschäfte) und die im Vergleich zu hochwertigen Lederschuhen günstigeren Ladenpreise der durch billige Massenfertigung (angespritzte und vulkanisierte Machart) hergestellten Sneaker bei.
Der Sneaker in seiner qualitativ höherwertigen Art (Edelsneaker genannt) geht vermutlich auf ein Modell von Ludwig Reiter zurück, der als Hersteller Ende der 1970er Jahre erstmals einen vom Preis und Material her anders positionierten Sneaker anbot. Mit der allgemeinen Sporteuphorie der 1980er Jahre setzte sich der Sportschuh bzw. Sneaker dann in weiten Teilen der Bevölkerung als akzeptiertes Freizeitschuhmodell durch.[-]
[$$$:plus1andlike]
[cmsanleitung]
std Images
beach
gotthard
album
sneaker

These two sizes of image display (small or large) for **std images** are set in "define sizes" (see Chapter 25), and therefore are valid throughout the system. If you want an image to be a size entirely different from the rest, upload the image to the **free images** (but previously size it in a photo editing program because free images are not scaled).

8.3 Photo album

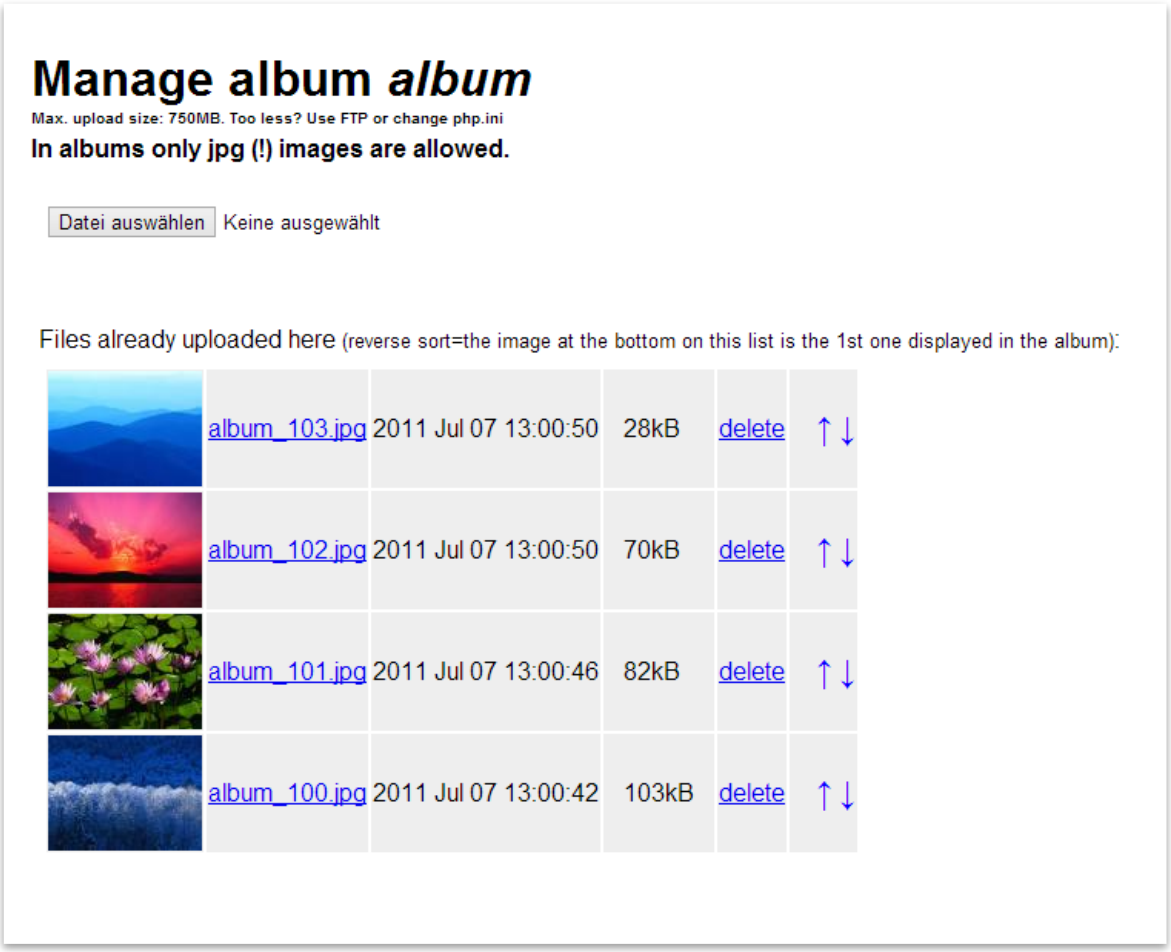
When you create a photo album it means that an image appears in a certain spot, but an undetermined number of other images can be displayed by clicking or scrolling. This way, you can stash a great many pictures while saving space.

To that end, proceed as in Chapter 8.1, „Single image“, but select Album in the placeholder naming dialog, which means right after clicking the **new** button (**before** naming!).


New item of type i
Enter a name fo item. You are in single image mode. More than one image to sho
→ switch to album mode now.
name must be 4 characters or more (a-z, 0-9)
insert new item

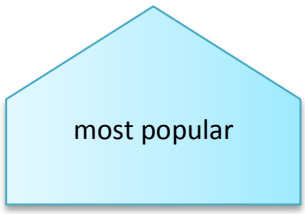
8 Uploading and embedding images

The upload dialog box for photo albums has only a file-selecting button (not one per active language). Upload an image at a time. Use the **delete** link to delete an image; the next one you upload will fill the void it left. The bottom picture on the list has the lowest number and is the front image of the album; thus, the sequence of display equals the list read from bottom to top. You can sort the album images using the arrow links ↑↓.


Manage album album
Max. upload size: 750MB. Too less? Use FTP or change php.ini
In albums only jpg (!) images are allowed.
Datei auswählen
Keine ausgewählt
Files already uploaded here (reverse sort=the image at the bottom on this list is the 1st one displayed in the album):
album_103.jpg 2011 Jul 07 13:00:50 28kB delete ↑ ↓
album_102.jpg 2011 Jul 07 13:00:50 70kB delete ↑ ↓
album_101.jpg 2011 Jul 07 13:00:46 82kB delete ↑ ↓
album_100.jpg 2011 Jul 07 13:00:42 103kB delete ↑ ↓

Naturally, just like with single images, you reference albums as object names in brackets in the editor. Here, too, there are these four display options:

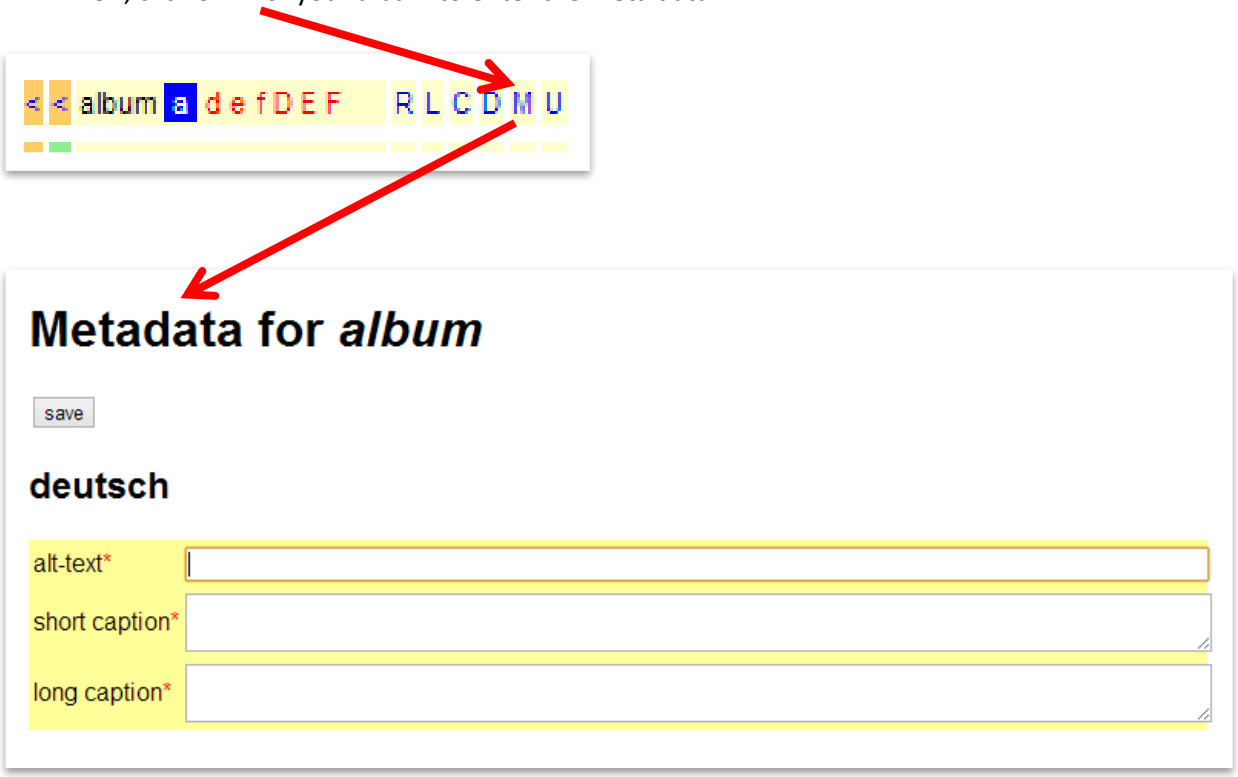
`[albumname]`	`[:albumname]`	`[::albumname]`	`[:::albumname]`
small, aligned left	large, aligned left	large, for scrolling	small, aligned right



Try more colons for other formats.

8 Uploading and embedding images

In PIDVESA, click on **M** of your album to enter the meta data.



The alt-text is read out to blind users of your site.

The short caption appears below the album preview on the page.

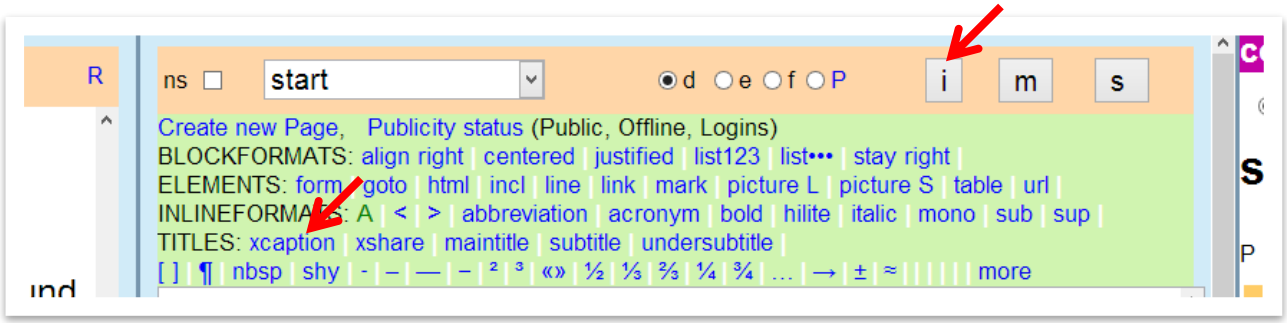
The long captions appear on zooming in on a preview image by mouse click.

If you want to provide each album image with a long caption, use the following code (overwrite the grayed-out areas with your captions):

```
[ca:][ca]100>>>writecaptionforjpg100here[/]
     [ca]101>>>writecaptionforjpg101here[/]
     [ca]102>>>writecaptionforjpg102here[/][:ca]
```

You may extend the coding example above to an unlimited number of images.

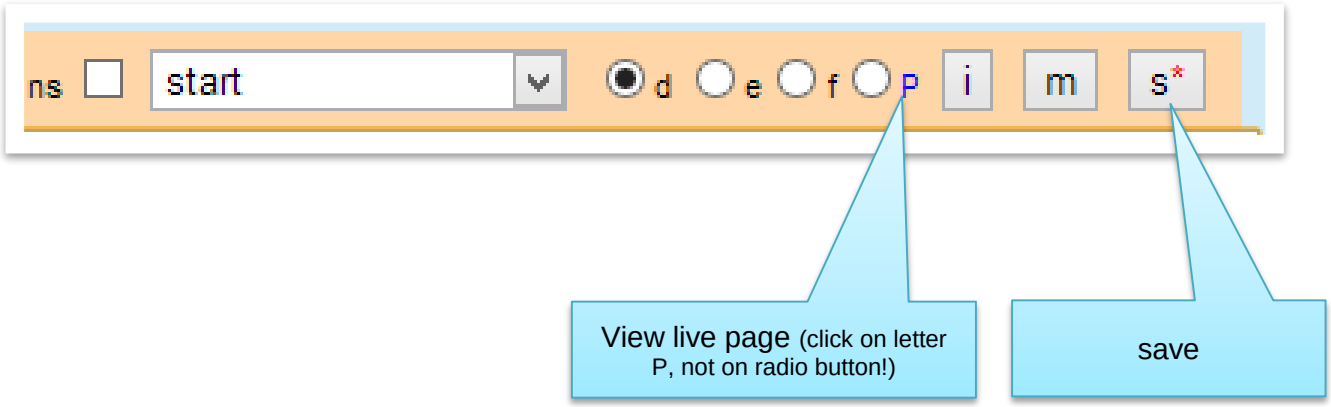
You can insert the sample via **xcaption** in the CMS editor and cut & paste it in the Long Caption field of a meta data window.


start
i
m
s
Create new Page, Publicity status (Public, Offline, Logins)
BLOCKFORMATS: align right | centered | justified | list123 | list••• | stay right |
ELEMENTS: form | goto | html | incl | line | link | mark | picture L | picture S | table | url |
INLINEFORMATS: A | < | > | abbreviation | acronym | bold | hilite | italic | mono | sub | sup |
TITLES: xcaption | xshare | maintitle | subtitle | undersubtitle |
more

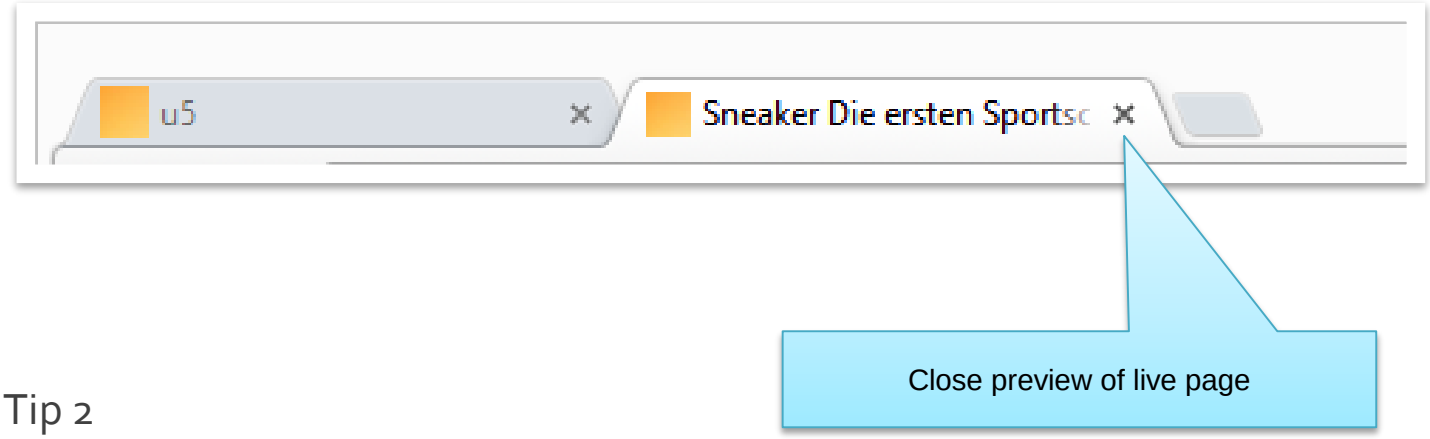
A reminder

Tip 1

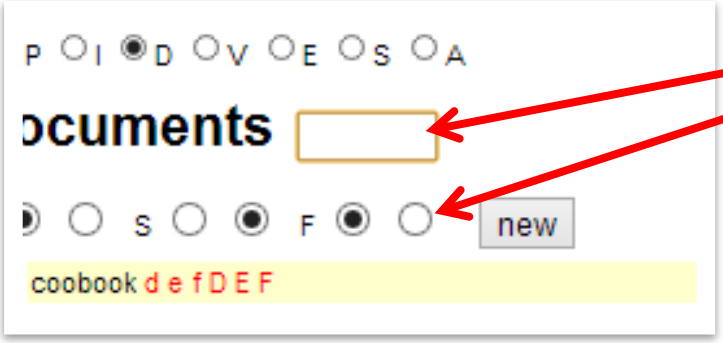
You can always view the live page by clicking the letter **P** (not the radio button) AFTER saving the page.



The live page appears under a new browser tab which you have to close to return to the CMS backend editor.



Tip 2



If, in PIDVESA,
the filter field isn't empty
or the **left filter button** not checked,
you can't see all!

8.4 Controlling text flow/wrap around images (single / albums)

The text wraps around the image on the right if it is inserted as `[objectname]`, and on the left if inserted as `[::objectname]`.

You can place the image at the beginning of the paragraph…

```
[sneaker] Die ersten Sportschuhe wurden um 1860 in England (und
etwa zeitgleich in den USA) als Krockettschuhe mit flexibler
Gummisohle und einem Schaft aus Leinen gebaut. Die knapp über dem
Boden liegende, den Schuh umlaufende, farblich kontrastierende
Linie auf dem Gummisohlenrand trug diesen Modellen den Namen
Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen, Samuel
Plimsoll). 1917 kamen in den USA die Keds genannten und von der
U.S. Rubber Company in Massenfertigung produzierten Sneaker (für
Kinder) auf den Markt und wurden von den Erwachsenen schon bald als
Sportschuhe (Tennis) für geeignet befunden. 1919 folgte der
knöchelhohe Converse All Star und wurde über Jahrzehnte zum
Inbegriff des Sneakers in Nordamerika.
```

…or anywhere in the middle.

```
Die ersten Sportschuhe wurden um 1860 in England (und etwa
zeitgleich in den USA) als Krockettschuhe mit flexibler Gummisohle
und einem Schaft aus Leinen gebaut. Die knapp über dem Boden
liegende, den Schuh umlaufende, farblich kontrastierende Linie auf
dem [sneaker] Gummisohlenrand trug diesen Modellen den Namen
Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen, Samuel
Plimsoll). 1917 kamen in den USA die Keds genannten und von der
U.S. Rubber Company in Massenfertigung produzierten Sneaker (für
Kinder) auf den Markt und wurden von den Erwachsenen schon bald als
Sportschuhe (Tennis) für geeignet befunden. 1919 folgte der
knöchelhohe Converse All Star und wurde über Jahrzehnte zum
Inbegriff des Sneakers in Nordamerika.
```

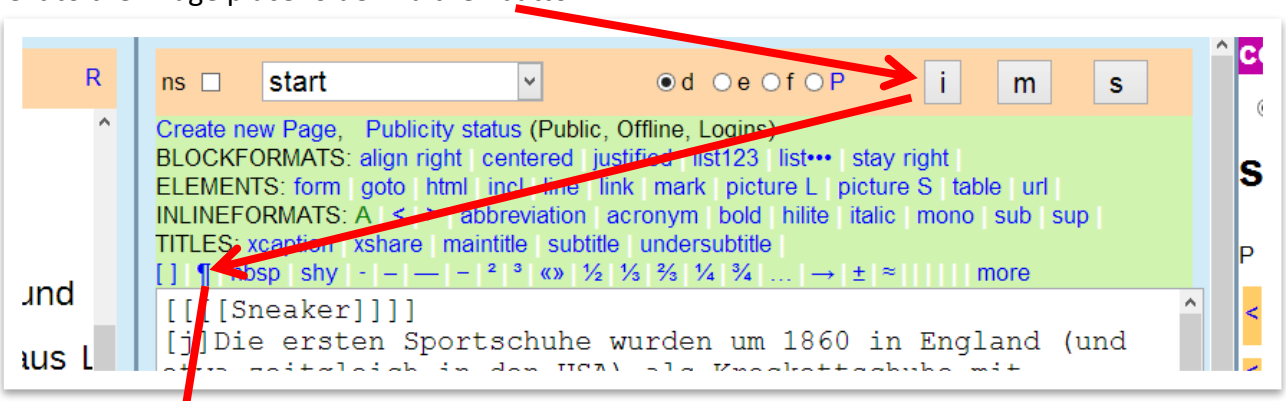
If you want to custom-format/place an image, you can do so by means of HTML. You need to know the image's path. Suppose you upload a JPG image as **sunset**, and the default language is set to **de**, then the image's path is **r/sunset/sunset_de.jpg**. In the editor, you can then address the image with `[h:]<img src="r/sunset/sunset_de.jpg" />[:h]`, and freely define its attributes in the style tag `style=""`.

8.5 Defining an image as a clickable link

Only **free images** can be a link* (and, of course, ones that you embed manually with HTML). The link is specified in the meta data **M** in the field *Link* of the image by entering either the name of the internal target page (but without square brackets), or the complete external internet address `http://...`

*with **std images**, you can insert text links in the caption

If you want the text to begin below the image instead of on the side, insert a paragraph symbol next to the image placeholder via the i button.


start
i
m
s
Create new Page, Publicity status (Public, Offline, Logins)
BLOCKFORMATS: align right | centered | justified | list123 | list••• | stay right |
ELEMENTS: form | goto | html | incl-line | link | mark | picture L | picture S | table | url |
INLINEFORMATS: A | < | > | abbreviation | acronym | bold | hilite | italic | mono | sub | sup |
TITLES: xcaption | xshare | maintitle | subtitle | undersubtitle |
more
[[[[Sneaker]]]]
[j]Die ersten Sportschuhe wurden um 1860 in England (und

```
[sneaker]¶Die ersten Sportschuhe wurden um 1860 in England (und
etwa zeitgleich in den USA) als Krockettschuhe mit flexibler
Gummisohle und einem Schaft aus Leinen gebaut. Die knapp über dem
Boden liegende, den Schuh umlaufende, farblich kontrastierende
Linie auf dem [sneaker] Gummisohlenrand trug diesen Modellen den
Namen Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen,
Samuel Plimsoll). 1917 kamen in den USA die Keds genannten und von
der U.S. Rubber Company in Massenfertigung produzierten Sneaker
(für Kinder) auf den Markt und wurden von den Erwachsenen schon
bald als Sportschuhe (Tennis) für geeignet befunden. 1919 folgte
der knöchelhohe Converse All Star und wurde über Jahrzehnte zum
Inbegriff des Sneakers in Nordamerika.
```

If the text is to remain on the right side of the image and never to appear below it, apply the format „stay right“:

```
[sneaker][s]Die ersten Sportschuhe wurden um 1860 in England (und
etwa zeitgleich in den USA) als Krockettschuhe mit flexibler
Gummisohle und einem Schaft aus Leinen gebaut. Die knapp über dem
Boden liegende, den Schuh umlaufende, farblich kontrastierende
Linie auf dem [sneaker] Gummisohlenrand trug diesen Modellen den
Namen Plimsolls ein (nach dem Erfinder der Ladelinie bei Schiffen,
Samuel Plimsoll). 1917 kamen in den USA die Keds genannten und von
der U.S. Rubber Company in Massenfertigung produzierten Sneaker
(für Kinder) auf den Markt und wurden von den Erwachsenen schon
bald als Sportschuhe (Tennis) für geeignet befunden. 1919 folgte
der knöchelhohe Converse All Star und wurde über Jahrzehnte zum
Inbegriff des Sneakers in Nordamerika.[-]
```

Tip: Lists in texts which right-wrap around an image
PROBLEM: The indention with lists are aligned left.
SOLUTION: Align these lists with the command „stay right“:

```
[s][u:]
---Äpfel---
---Birnen---
---Bananen---
[:u][-]
```

Of course, it’s possible to combine „stay right“ with justification:

```
[sneaker][s][j]Die
ersten Sportschuhe
wurden…[-][-]
```

9 Uploading and embedding „documents" (PDF, doc, ZIP etc.)

1. In the u5CMS backend, choose **D** in the PIDVESA navigation. Although you could place downloadable audio and video files with this tool, it is better to use the V method because this way these files can directly be played on your website.

2. Now, you see the heading „Documents".

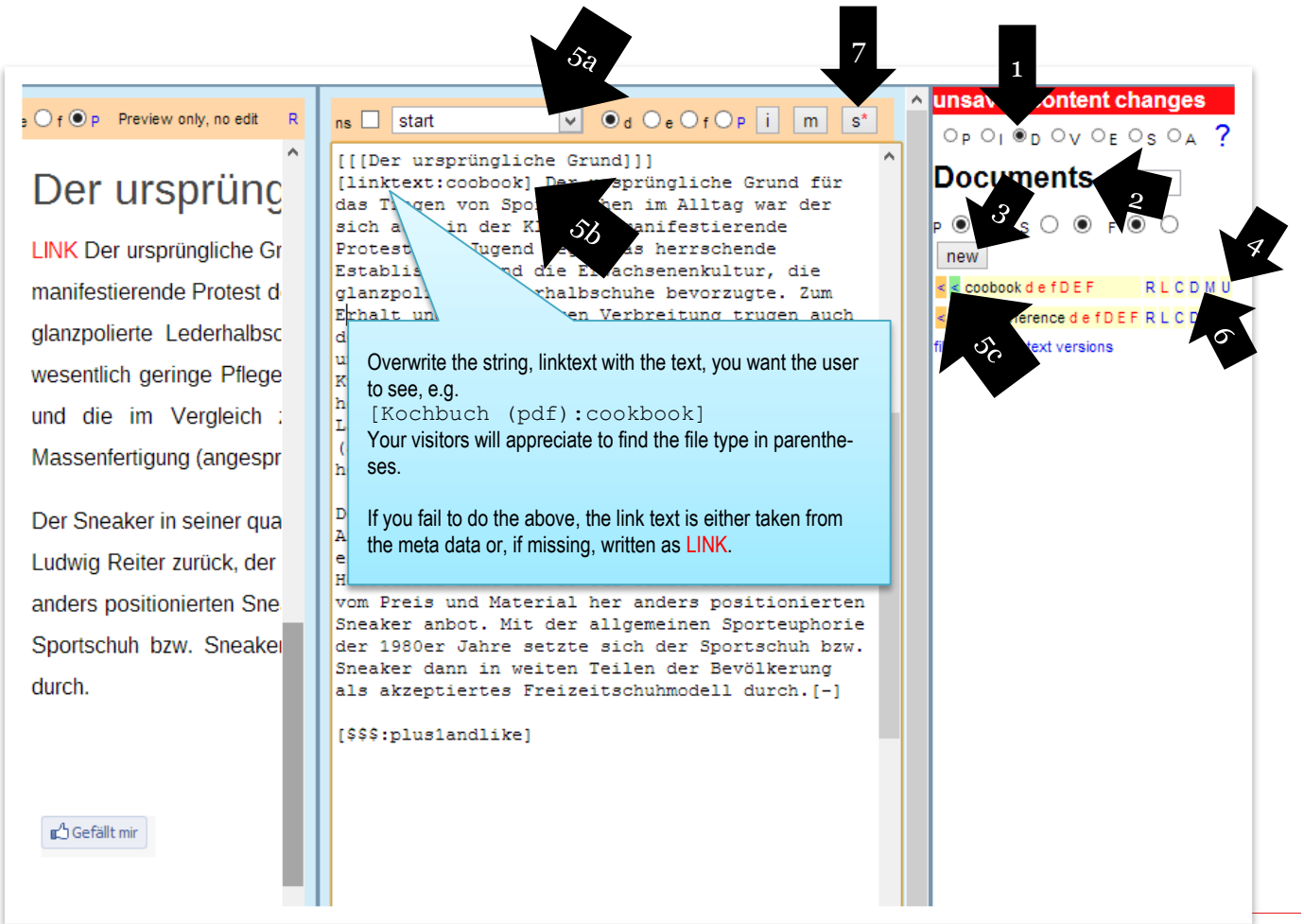
3. Click on the **new** button and name the placeholder for the document in the window that opens, e.g. **cookbook.**

   After saving 3., the **cookbook** placeholder is listed in PIDVESA's **D**. There, click on **U** for Upload. Upload the document in the upload dialog box. If you have two or three languages defined in your CMS, you will see two or three Select File buttons because you have the option to upload a different document for each language. If the same document is to appear in all languages, upload it only for the first language. The first language is always the default language, be it for images, text or other objects. To configure the active language for your content in the CMS, see Chapter 25.

4. Now, insert the link to your document in a page. If necessary, select the page (5a). Place (by clicking) the cursor where you want the link (5b, the example shows the link already inserted). Click this arrow (5c, the example shows the arrow already with green background because the link has already been inserted).

5. Now, enter under **M** the meta data of your document. The link text appears on your webpage as link (except if you override it according to the blue box below). The Alt Text appears as mouse-over tooltip on the link. The Description is the entry of your document in your local search engine (for the document search to be successful you need to write quite a lot into the Description. Or, you can simply copy & paste the whole document unformatted into the Description).

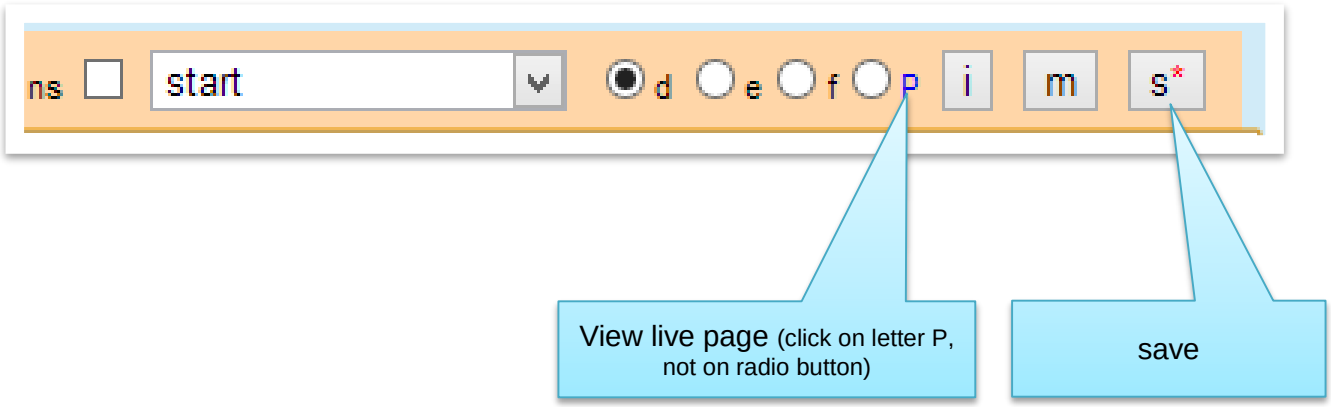
   After the meta data are saved, you need to save the page itself!


5a
7
1
5b
3
2
4
5c
6
Preview only, no edit
start
Documents
new
coobook
Overwrite the string, linktext with the text, you want the user to see, e.g.
[Kochbuch (pdf):cookbook]
Your visitors will appreciate to find the file type in parentheses.
If you fail to do the above, the link text is either taken from the meta data or, if missing, written as LINK.
[[[Der ursprüngliche Grund]]]
[linktext:coobook]
vom Preis und Material her anders positionierten Sneaker anbot. Mit der allgemeinen Sporteuphorie der 1980er Jahre setzte sich der Sportschuh bzw. Sneaker dann in weiten Teilen der Bevölkerung als akzeptiertes Freizeitschuhmodell durch.[-]
[$$$:plus1andlike]
Gefällt mir

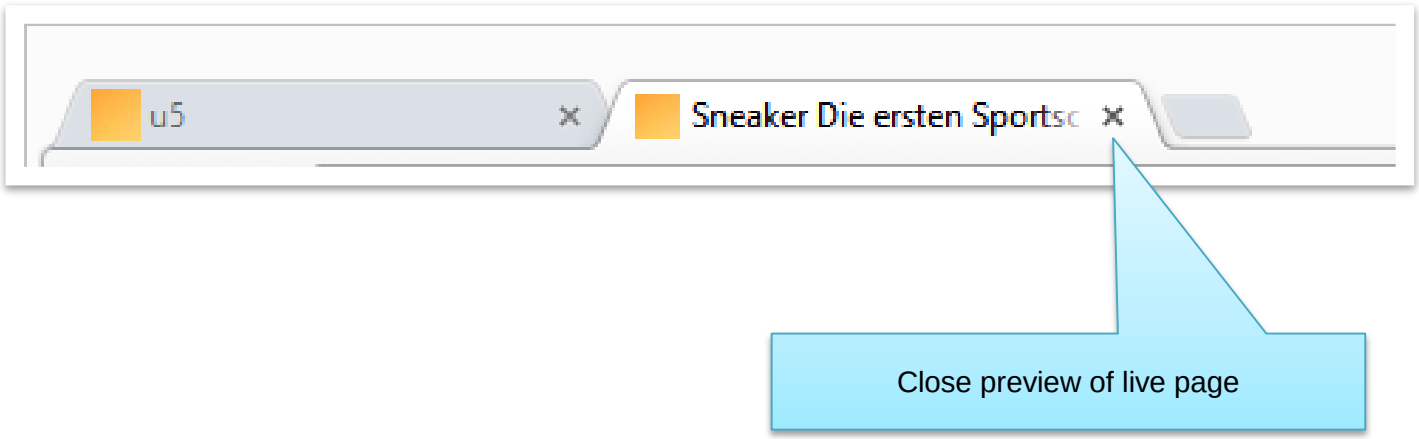
A Reminder

Tip 1

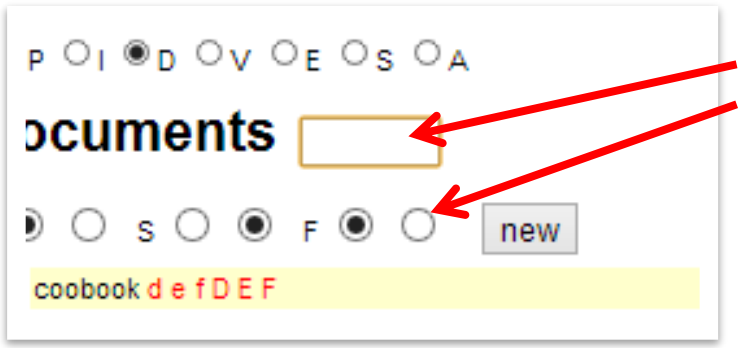
You can always view the live page by clicking the letter **P** (not the radio button) AFTER saving the page.



The live page appears under a new browser tab which you have to close to return to the CMS backend editor.



Tip 2



If, in PIDVESA,
the filter field isn't empty
or the left filter button not checked,
you can't see all!

10 Placing links to external pages & linked email addresses

1. In the u5CMS backend choose **E** in the PIDVESA navigation.

2. Now, you see the heading „External Links“.

3. Click on the **new** button and in the opening window, give the placeholder of the external link a name, e.g. **flowershop**

4. After 3. is saved, the placeholder **flowershop** appears on the list in PIDVESA's **E**. There, click on **M** for meta data.

   Meta data for internet addresses:
   In the meta data, enter a link text that is descriptive to the user,
   e.g. `Flower Shop.`

   Enter in the meta data the exact internet address complete with the protocol type,
   e.g. `http://www.maarsen.ch`

   Meta data for email addresses:

   In the meta data, enter as link text the email address *without* mailto:,
   e.g. `john@smith.com`

   As URL, enter in the meta data the exact email address *with* mailto:,
   e.g. `mailto:john@smith.com` Please note: no spaces, not even after the colon!

5. Now, insert the link on a page. If necessary, choose the page (5a). Place (by clicking on the page) the cursor at the position where you want the link to the document (5b; the example shows the link already inserted). Click on this arrow (5c, arrow has green background because link is already inserted).

6. After saving the meta data you need to save the page itself!

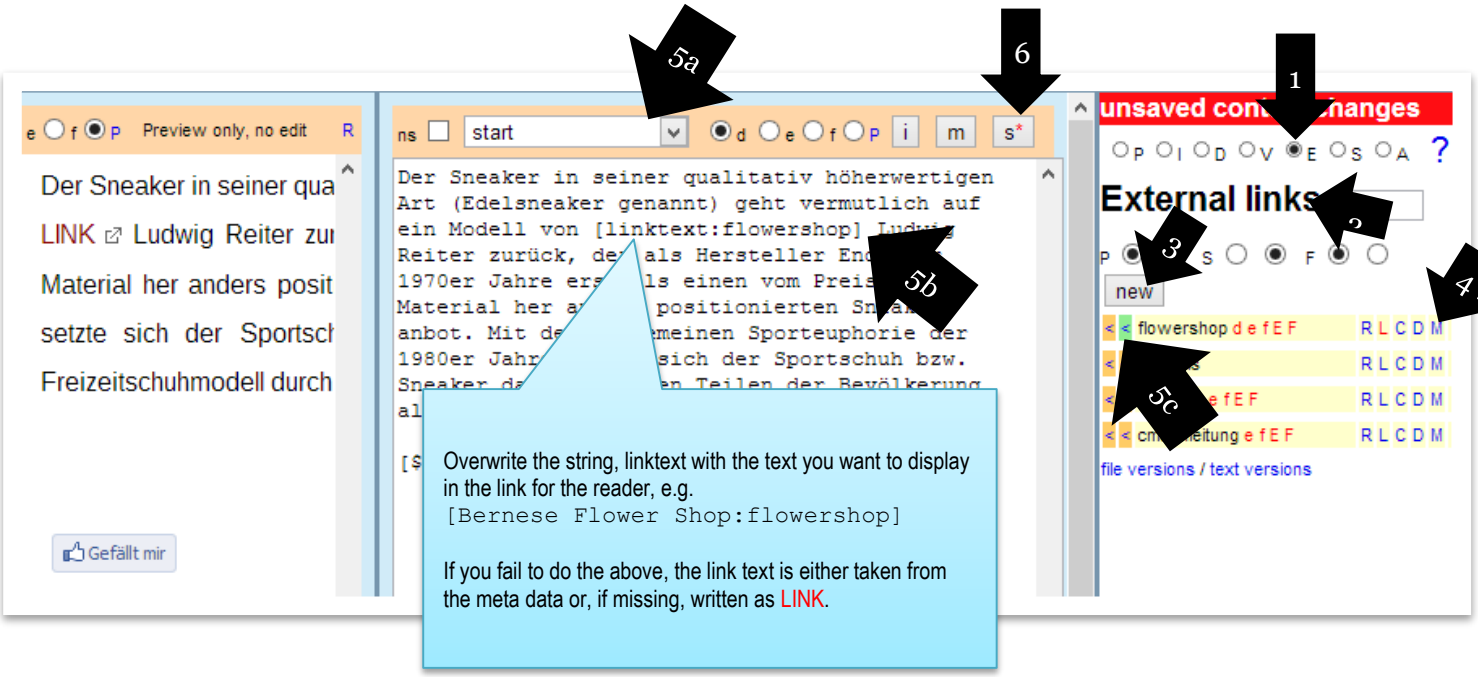
This chapter teaches you the centralized redundancy-free gold standard of managing external links and email addresses. You can have URLs and mail addresses in the text automatically linked quick-and-dirty by enclosing them between `[l:]` and `[:l]`. Example:

```
[l:]http://www.be.ch[:l]
[l:]www.be.ch[:l]
[l:]http://be.ch[:l]
[l:]https://be.ch[:l]
[l:]https://www.be.ch[:l]
~~[l:]be.ch[:l]~~

[l:]mailto:utz@be.ch[:l]
~~[l:]utz@be.ch[:l]~~
```

`l` is a lower case letter as in `left`, not the number `1`!

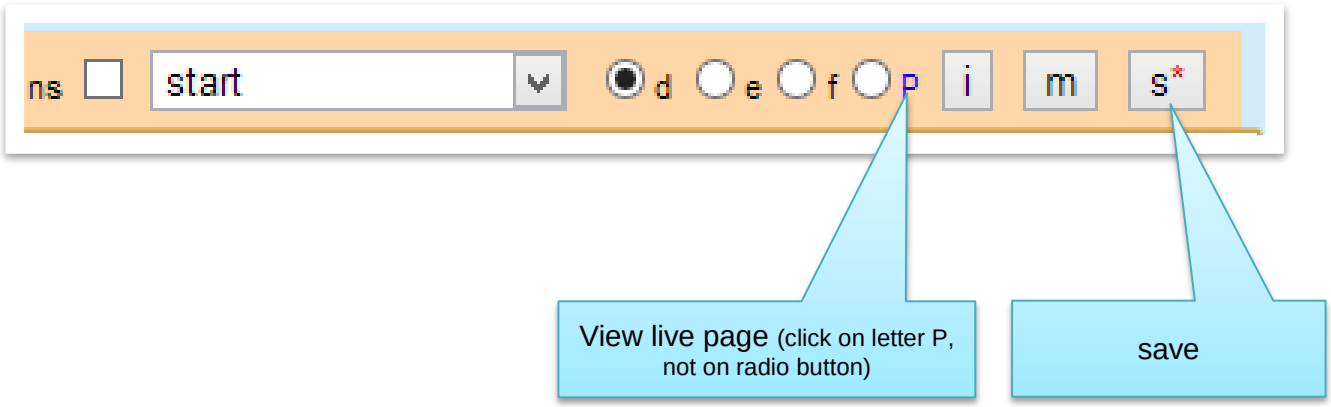
With or without www? http or https? Enter the address exactly as it is accessible on the web, or simply copy and paste it from the browser address field as there is no rule whether the address must or may contain www. Every provider makes its own rule although it is becoming best practice to ensure that addresses work both with and without www.


5a
6
1
Preview only, no edit
start
unsaved changes
External links
new
flowershop
file versions / text versions
Gefällt mir
5b
5c
Overwrite the string, linktext with the text you want to display in the link for the reader, e.g.
[Bernese Flower Shop:flowershop]
If you fail to do the above, the link text is either taken from the meta data or, if missing, written as LINK.

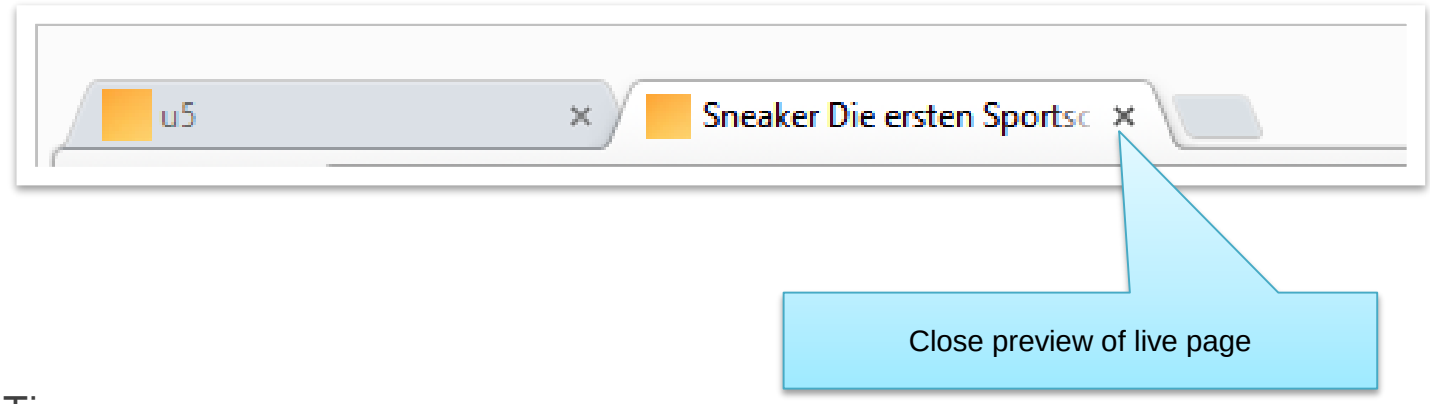
A Reminder

Tip 1

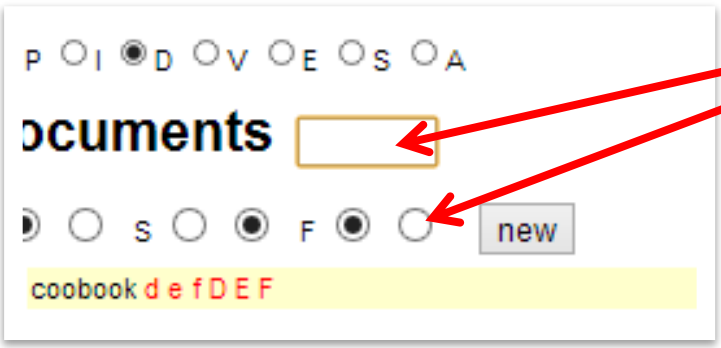
You can always view the live page by clicking the letter **P** (not the radio button) AFTER saving the page.



The live page appears under a new browser tab which you have to close to return to the CMS backend editor.



Tip 2



If, in PIDVESA,
the filter field isn't empty
or the left filter button not checked,
you can't see all!

11 Embedding videos

You can embed videos in three different ways:

1) Save the video on **Youtube** and place a link to it on your site. This is the recommended method because you do not have to worry about video formats. If you don't like the fact that the video can be found on Youtube, switch off detectability in Youtube itself. However, consider this: If the page that links to the video on Youtube has been password-protected (manually, or on the intranet), the video itself is not password-protected, just more or less well-hidden, which means that Youtube is never suitable for sensitive material.
2) Upload the video file in the CMS and present it as a **Flash video**. This was the state-of-the-art method up to 2011. Unfortunately, Flash is not supported by iOS devices such as iPhone and iPad. For the Flash method to work, the video must be a reasonably small **H264-encoded mp4 file*** (or flv, but that is no longer appropriate), and you have to do the conversion to that format by yourself (see blue box).
3) Upload the video file in the CMS and present it as an **HTML5 video** with Flash fallback. This is the current state-of-the-art method if you want to save the video on your provider's server instead of on Youtube. Cons: The video must be a reasonably small **H264-encoded mp4 file***, and you have to do the conversion to that format by yourself. Additionally, you should prepare and upload your video in the **ogv *** format because the Firefox browser does not play mp4 and mp3 files for licensing considerations, which will hopefully change in the coming years.

These three methods are presented on the following pages.

*Convert your videos to the **H264-encoded mp4 file format** as well as the special **ogv format** by exporting them from your video editing software (e.g. Adobe Premiere) to these formats, or by converting them by means of local[1] or online[2] tools to the required formats.

These tools are also suitable for converting audio files to the mp3 and ogg formats required according to Chapter 12.

[1]local tools:
Any Video Converter for PC http://www.chip.de/downloads/Any-Video-Converter_42658474.html
Free Video Converter for Mac https://itunes.apple.com/ch/app/free-video-converter/id464195348?mt=12

[2]online tools: http://www.onlinevideoconverter.com, http://www.online-convert.com, http://www.media-converter.com and many others

11 Embedding videos

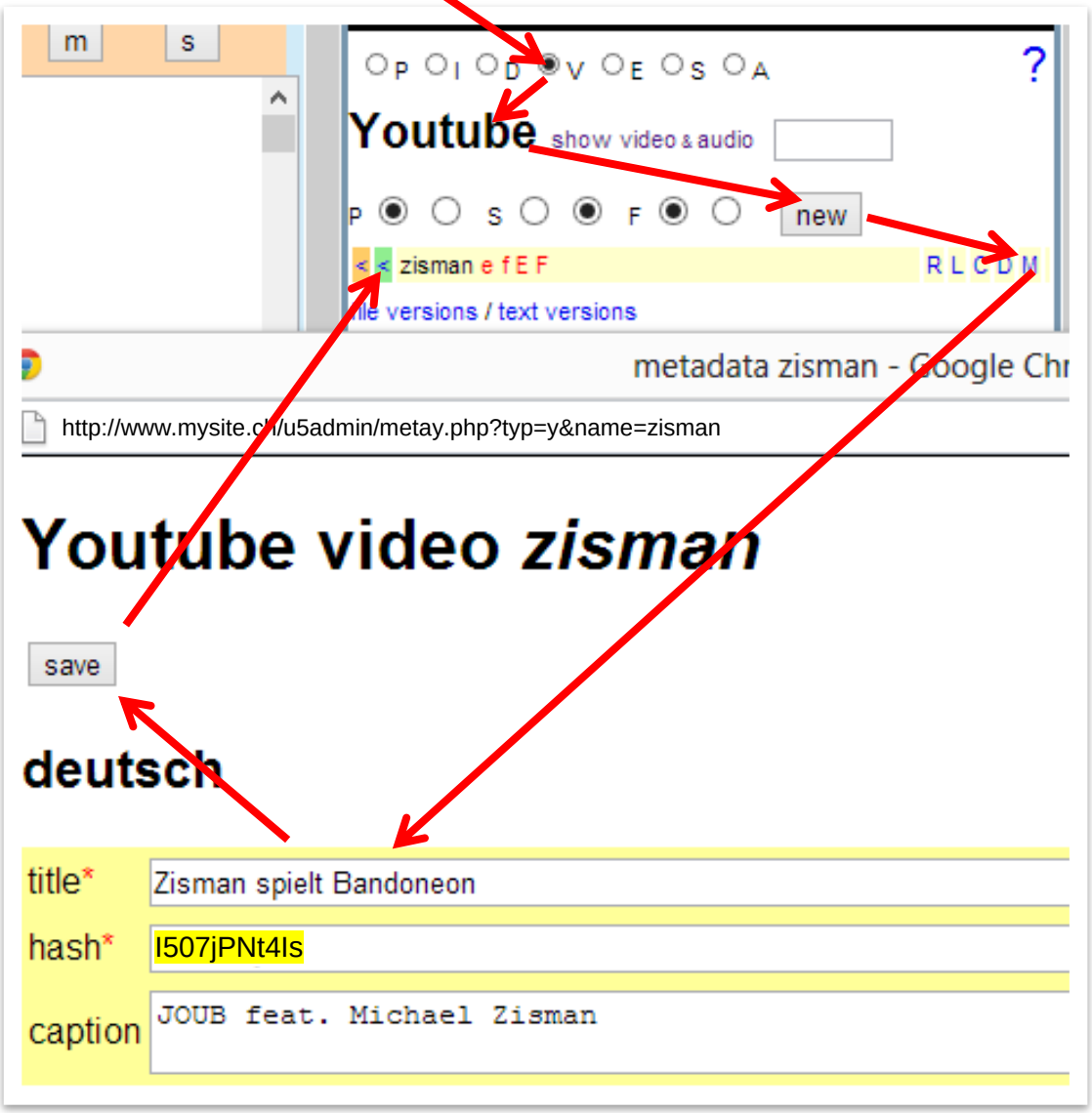
11.1 Embedding Youtube videos

Publish your video on Youtube and get the hash value from the video's address. Examples of hash values (marked yellow):

http://www.youtube.com/watch?v=I507jPNt4Is
http://youtu.be/I507jPNt4Is

In PIDVESA's **V**, click on **show youtube** if necessary.

Click on the **new** button and create a placeholder, e.g. **zisman**
The placeholder is now listed. Click on its **M** and enter the meta data, especially the correct hash value.
Save the meta data and insert the object as usual in a page (see single picture, Chapter 8.1)..



11.2 Flash videos

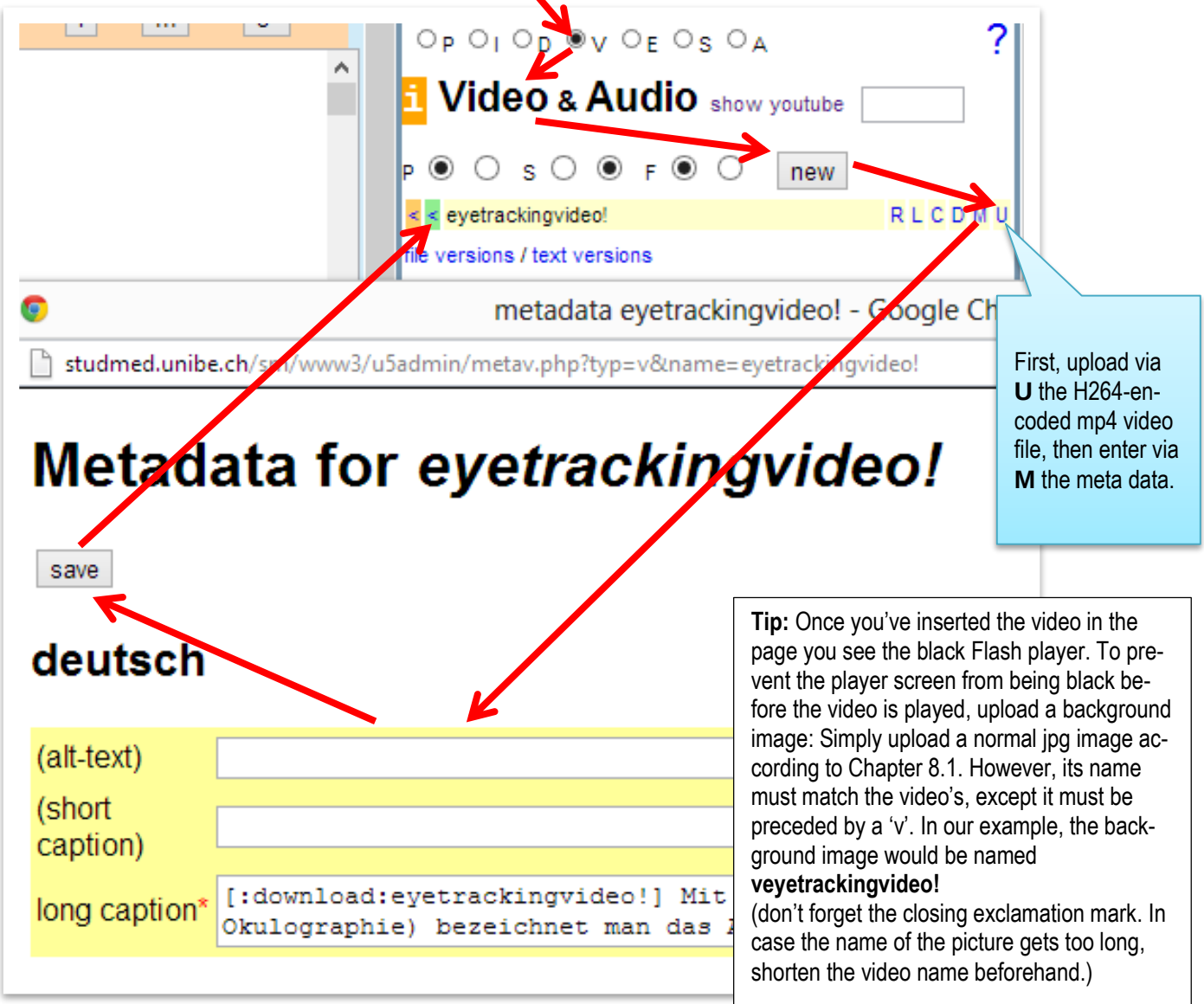
Go to PIDVESA's **V**.

In PIDVESA's **V**, you need to see the title **Video & Audio**. If the title is **Youtube** instead, click on **show video & audio**.

Click the **new** button and create a placeholder for the new video. IMPORTANT: The placeholder's name must end with an exclamation mark (!), which tells the system that the video must be displayed as Flash video.

The placeholder has been created; let's assume that its name is **eyetrackingvideo!**. Upload the video by clicking on the **U** next to the placeholder.
To place a download link below the video, open the meta data **M** and enter as Long Caption
`[:download:eyetrackingvideo!]`

Save the meta data and and insert the object as usual in a page (see single picture, Chapter 8.1).


Video & Audio
show youtube
new
eyetrackingvideo!
R L C D M U
file versions / text versions
metadata eyetrackingvideo! - Google Ch
studmed.unibe.ch/sm/www3/u5admin/metav.php?typ=v&name=eyetrackingvideo!
Metadata for eyetrackingvideo!
save
deutsch
(alt-text)
(short caption)
long caption*
[:download:eyetrackingvideo!] Mit
Okulographie) bezeichnet man das
First, upload via **U** the H264-encoded mp4 video file, then enter via **M** the meta data.
Tip: Once you've inserted the video in the page you see the black Flash player. To prevent the player screen from being black before the video is played, upload a background image: Simply upload a normal jpg image according to Chapter 8.1. However, its name must match the video's, except it must be preceded by a 'v'. In our example, the background image would be named **veyetrackingvideo!**
(don't forget the closing exclamation mark. In case the name of the picture gets too long, shorten the video name beforehand.)

11.3 HTML 5 videos

Proceed just as with Flash videos but leave out the exclamation mark (!) at the end of the file name, e.g. `eyetrackingvideo` instead of `eyetrackingvideo!`.

Currently (2013), for HTML 5 and Firefox you should **additionally** upload an **ogv video file** (for its creation, see blue box, 1st page of Chapter 11), namely into a **placeholder** you have to suffix with the letter o*. In our example, this would be under `eyetrackingvideoo`. Currently, Firefox does not play **mp4** files.

Important: Do NOT insert the placeholder with the suffix o, but the one with the original name, containing the mp4 file (Firefox will still find the ogv file).

In your CMS, click on for further info.

*In case the suffix o creates a name whose length exceeds the limit, shorten the original placeholder's name.

12 Embedding audio files

The rules for embedding videos apply to audio files, too, except for the following:

If you publish your audio file via **Youtube** and want to insert it in the CMS, the audio must be in a video file format, possibly with a nice still frame.

If, on the other hand, you want to publish your audio on your website using the **Flash Video procedure** (Chapter 11.2), the audio must be an **mp3 file** when it is uploaded into the CMS.

If you want to publish your audio file on your website using the **HTML5 video procedure** (Chapter 11.3) the audio must be an **mp3 file** when it is uploaded into the CMS, and for Firefox, again, the audio has to be additionally uploaded as an **ogg file** with the suffix 'o' (for the creation of this file – see blue box, first page of Chapter 11) because as of 2013, Firefox cannot play mp3 files.

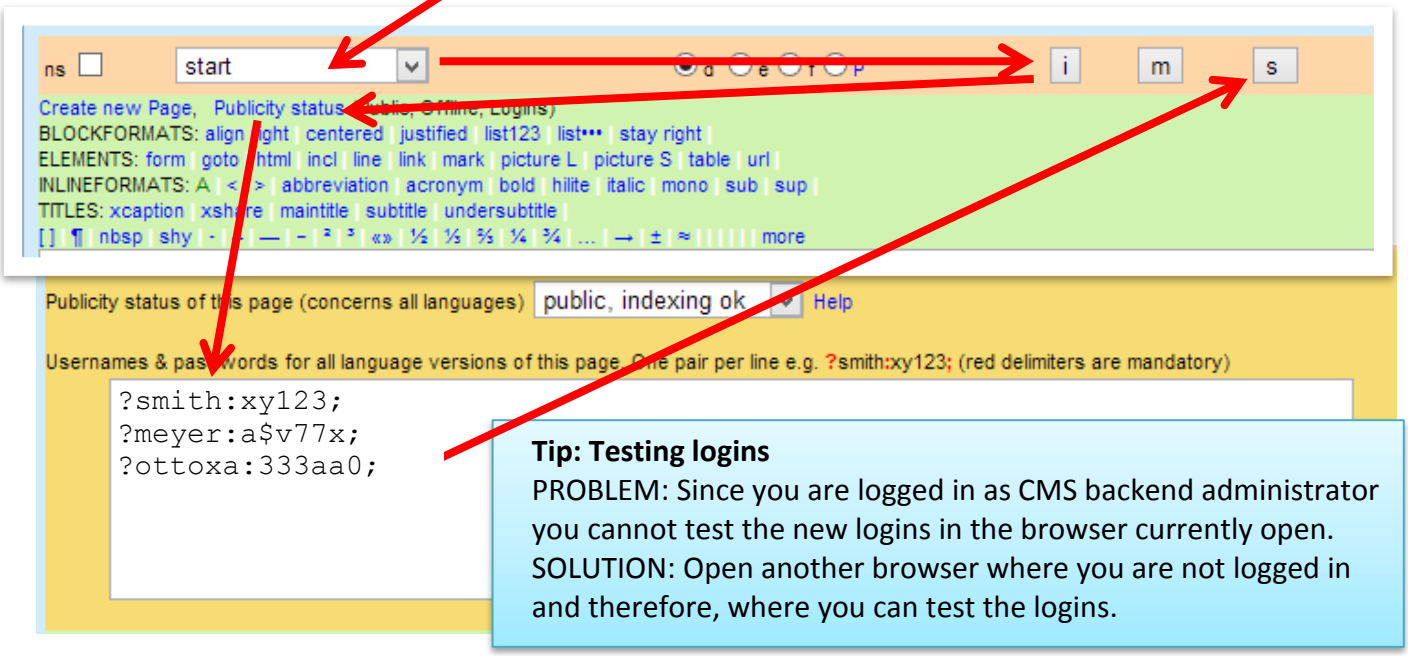
In your CMS, click on for further info.

13 Embedding contents of resident pages (include)

On any of your own pages (landing page) you can embed the content of any other of your own pages (source page) within the CMS by referencing it on the landing page with `[$$$:source page]`. That way you can display on any number of pages the same content redundancy-free. However, if you want a certain content (such as a disclaimer) to be displayed on *every* page of your web site, it makes more sense to reference this content in the file **htmltemplate** – see Chapter 23.

14 Protecting a page with one or more logins and publicity status

In order to protect a page with one or more logins, **select the page**, click the **i button**, and then click **publicity status**. In the large field that is displayed, enter one login per line with the following syntax: `?smith:xy123;` (question mark-user name-colon-password-semicolon). You can enter a login per line, and all of these will be valid for this page. If you want to protect multiple pages always with the same logins, it may be more effective to use the intranet of the CMS (Chapter 19).


ns
start
i
m
s
Create new Page, Publicity status
BLOCKFORMATS: align right centered justified list123 list••• stay right
ELEMENTS: form goto html incl line link mark picture L picture S table url
INLINEFORMATS: A abbreviation acronym bold hilite italic mono sub sup
TITLES: xcaption xshare maintitle subtitle undersubtitle
more
Publicity status of this page (concerns all languages)
public, indexing ok
Help
Usernames & passwords for all language versions of this page. One pair per line e.g. ?smith:xy123; (red delimiters are mandatory)
?smith:xy123;
?meyer:a$v77x;
?ottoxa:333aa0;
Tip: Testing logins
PROBLEM: Since you are logged in as CMS backend administrator you cannot test the new logins in the browser currently open.
SOLUTION: Open another browser where you are not logged in and therefore, where you can test the logins.

The logins are case-sensitive, but if you want to spare your website visitors the burden of having to pay attention to upper- and lower-case, simply add the most obvious login variants as follows:

```
?name:password;
?Name:Password;
?NAME:PASSWORD;
```

You can use the same form to set the **publicity status** of this page (which does not interfere with the logins, as the logins are always valid, even if the publicity status is set to "public")

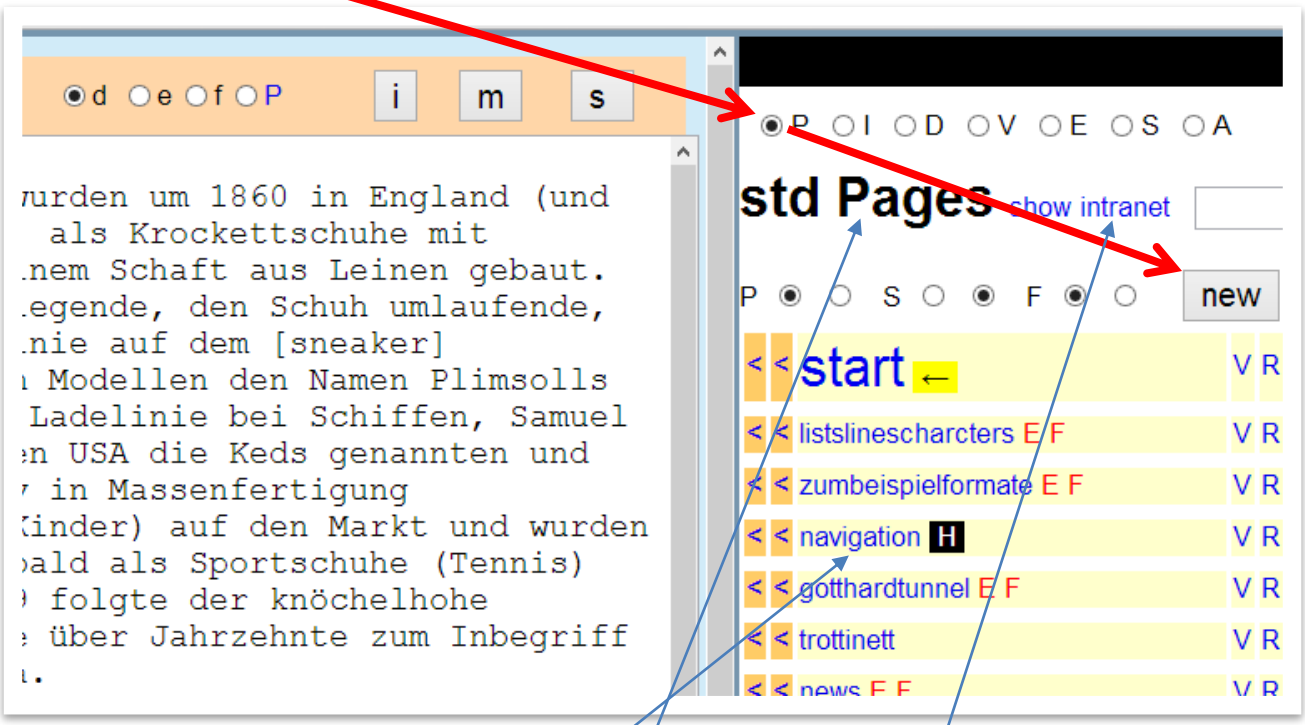
Public, indexing ok: The page is public (if not protected by logins) and is indexed by the internal search engine as well as external search engines like Google etc.

Offline: The page can not be called up (i.e. is locked), not even by persons with a valid login.

Public, no indexing: The page is public (if not protected by logins), but is indexed neither by the internal search engine nor by Google etc.. If you change the status of publicity, Google etc. will need days or weeks to respond.
For a description of the 4th publicity status (htaccess forcer only), please choose the "Help" link just next to the Publicity status menu.

15 Creating and linking a new page

In PIDVESA's **P** click on the **new** button and in the opening dialog box name the new page, e.g., `testpage`.



In case this new page is to be an intranet page, prefix the name you enter with an exclamation mark. Intranet pages are not listed under **std Pages**, but under **show intranet**.

You can link to this new page on already existing ones with `[testpage]`, or, with an additional link text, with `[additional link text:testpage]`. To list the new page in the navigation, go to the special page **navigation** and list it there in the form `#[additional link text:testpage]`. Note the mandatory prefix #. This hash sign indicates the hierarchy level (one of three - see Chapter 18.1.).

16 Restoring a damaged or deleted page

If the page is still listed in PIDVESA's **P**, click on **text versions** at the bottom of the list and find and copy the missing content from the appropriate box, and insert it with CTRL+v in the page. In case the page is no longer listed in PIDVESA's **P**, create it as a new page according to Chapter 15 and paste to it the content recovered from **text versions**.

17 Restoring a deleted file

All the files you ever* uploaded can be found below the PIDVESA lists under **file versions**. In case of a missing file, you can download it there to re-use it (e.g. to embed it in your website).

*Per upload day, the last-uploaded version is kept.

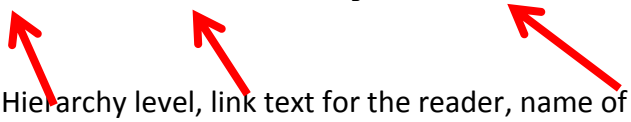
18 Special pages

Special pages are pages in PIDVESA's **P** which are not published as self-contained pages, but are auxiliary files or subareas of pages such as the navigation, footer, newsbox etc..

18.1 Navigation

„**navigation**" is a page in PIDVESA's **P** whose name **must not be changed**. In it, an unlimited number of menu items can be defined in up to three hierarchy levels which are indicated with the hash or pound sign, #, as follows:

```
#[Startpage:start]
#[Trottinett & Kinder:trottinett]
##[Listen, Linien, Zeichen:listslinescharcters]
##[Formular:formular]
###[Video:trottinettvideo]
#[Gotthard-Tunnel:gotthardtunnel]
```



Hierarchy level, link text for the reader, name of target page in the CMS (according to the list in PIDVESA's **P**)
Please note that the colon may only be used to separate the link text from the target page name.

Tip 1: In the link texts, use the conditional word wrap
In the figure of Chapter 7 you see the item **shy** under special characters. Shy means soft hyphen, a dash that is only visible when a word at the end of a line is wrapped to the next line. With long words, especially in the menu, you should insert separaters by placing the cursor at the appropriate spots in the word and clicking on **shy**. The soft hyphens in your text will be displayed in the editor as follows:
`#[Schiff¸fahrts¸ge¸sell¸schaft:boatpage]` (The character ¸ is NOT a comma!)

*Bear in mind that long words which are not yet wrapped in your menu may be displayed in a larger font size on mobile devices where they need to be wrappable.

Tip 2: Use blind menu items to ensure the correct contextual colouring of the navigation
If a page is not to be visible in the menu, but still is to colour-code the menu when it is displayed, make the page a menu item, but leave out the link text, e.g. `###[:pagexy]`

18.2 News column/box vs. context column/box

The news column on your page (if existing) shows the content of the page of the same name **news** (see list of PIDVESA's **P**) on every page of your website. If you want a particular page to show a dedicated column/box content different from the rest, change under PIDVESA's **S → code → htmltemplate** the reference `{{{news}}} to {{{right}}}`. Now, the unchanged page **news** is still displayed in the box. However, if you now create a dedicated news page, you need to name it like the page, e.g. kickboard, but have to suffix it with the letter ‚r', i.e. kickboardr. Now, the content of kickboardr is displayed in the box or column of kickboard. The page **news** remains the fallback in case no dedicated page exists.

18.3 Skip links

The page **skiplinks** (see PIDVESA's **P**) contains invisible links with access keys for blind users. These links are references to the anchors () in **htmltemplate**, which is located in PIDVESA's **S.**

18.4 Other special pages

Other special pages, for example, slogan and footer, are referenced in **htmltemplate** by `{{{slogan}}}` and `{{{footer}}}` etc. (see PIDVESA's **S**). You can create special pages of your own just like normal pages and reference them in **htmltemplate**.

19 The Intranet

Intranet pages' names are prefixed with an exclamation mark (!) which you have to type when naming a page which is to be an Intranet page, regardless of whether you are in **std Pages** or in the **Intranet** of PIDVESA's **P**.
Only those persons have access to Intranet pages whose email addresses you have listed in PIDVESA's **A** under **manage Intranet members**. Persons listed there are supposed to get their personal password by themselves. That's why you need to present the password order page or its link in a way that they will easily find it. This page must contain the following code:
[in:]Welcome to our Intranet. Please find below your user name and password. This access data is personal and may not be given to third parties.[:in]
Please note that of course, the order page must NOT be an Intranet page (that is, its name must not be prefixed with ‚!').

Example of an order page in the sense of a switch (the user chooses either the link to the first Intranet page !page01 or if needed (re-)orders their Intranet password:

```
[[[[Intranet]]]]
[[[I already have an Intranet login]]]
[:Start Intranet:!page01]

[[[I don't have an Intranet login]]]
In case you've forgotten your Intranet login or haven't yet
received one, enter your email address below under which you are
registered with our institution.

[in:]Welcome to our Intranet. Please find below your user name and
password. This access data is personal and may not be given to
third parties.[:in]
```

20 Creating forms and surveys, displaying data input and exporting data

Forms are not only created using u5CMS bracket syntax, their inner part (form fields) are made with HTML.

To enable your forms to be processed semi-automatically, you need to adhere to the following rules:

1. Use only these three types of form fields:

```
<input type="text" name="xy" />   (or type="hidden")
<textarea name="xy"></textarea>
<select name="xy"><option … … … … … </select>
```

HTML5-Tip1: If you use the required attribute, do not forget do name the respective field _mandatory, e. g.
`<input required type="text" name="xy_mandatory" />`
HTML5-Tip2: Instead of `type="text"` you may write `type="number"` or `type="email"` etc., see http://www.w3schools.com/html/html5_form_input_types.asp

Enable multiple choices by multiple yes/no selects (Do you eat pasta yes/no; do you eat salad yes/no etc.)

2. Each entry field's name (symbolized by xy above) may be used exactly one time per form, which means that every entry field must have a unique name.

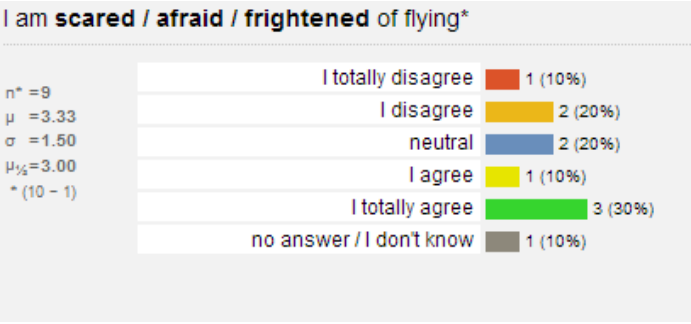
3. Every entry field's name must begin with a letter and must not contain spaces or special characters. Hyphens, periods, commas, etc. are forbidden!

4. If you add further attributes after the name, the ID must be declared which is always identical to the name:
wrong: `<input type="text" name="xy" onchange="function()">`
correct: `<input type="text" name="xy" id="xy" onchange="function()">`

5. If filling a field is mandatory, its name must be suffixed with `_mandatory`, and the field caption must be marked with an asterisk.

6. The values of the options in `select` fields must be consecutive integers if the mean value etc. is to be automatically computed. If not, any string is possible for `value`. Choices such as „I don't know" must differ from the preceding value by a number greater than 1 in order to figure correctly in the statistics. Prefixing the values with the plus sign colour-codes the replies in the chart.
Example of the code and its resulting chart:

```
<select name="frightened_mandatory">
<option value="">please select</option>
<option value="+1">I totally disagree</option>
<option value="+2">I disagree</option>
<option value="+3">neutral</option>
<option value="+4">I agree</option>
<option value="+5">I totally agree</option>
<option value="+9">I don't know</option>
</select>
```



Since the colour-coding is fixed (+1=red, +2=orange, +3=blue, +4=olive, +5=green), the colouring plus signs should only be added if these colours make sense.

You may use text as option values but there cannot be calculated statistical values out of them.

These analyses are to be found under PIDVESA's **S**, **form data;** there, choose the form and click on **this as chart** (see Chapter 21).

The code of the query example below can be downloaded from:
http://www.yuba.ch/u5cms/exampleform.txt

Questionnaire example:

Beginning of form [fo:], Fieldsetstart [fi:], Legend [le:] [:le], output of login name [au:] [:au] and -important- beginning of HTML [h:] (which is at the same time end of CMS syntax). [au:] [:au] only makes sense in the Intranet, where the users taking the questionnaire have to log in! There, preferably, `<input size="77" type="text" name="youremail_mandatory" />` turns into `<input type="hidden" name="youremail" />` for auto-fill.

Important hidden form fields. These fields must have these EXACT names. The value of the hidden field named **thanks** is also **thanks**, which is the target page. So, there has to be a page in PIDVESA's **P** named **thanks**! If no target page shall appear after submitting (staying on form page), write a function name *foo()* as thanks-value (and create the function)!

The visible (type="text") fields further down may be freely named (but no special characters, first character is a letter) except that name="youremail_mandatory" must not be changed (except in the Intranet)!

```
[[[[Questionnaire about travelling by

This survey is important. Plea

[fo:]
[fi:]
[le:]Your answers[:le]
[au:]Welcome[:au]
[h:]

<input type="hidden" name="ouremail" value="enter@youremailaddress.here" />
<input type="hidden" name="thanks" value="thanks" />
<input type="hidden" name="thankssubject" value="Thank you for filling in the ques-
tionnaire!" />
<input type="hidden" name="thankstext" value="Thank you for filling in the question-
naire! Please find your answers quoted below. You may consult all votes real time on
[_myurl_]chart.php?n=[_pagename_]" />
<input type="hidden" name="thanksgreetings" value="Yours faithfully, John Smith" />

<label>Name*</label><input size="77" type="text" name="name_mandatory" />
<label>Firstname*</label><input size="77" type="text" name="firstname_mandatory" />
<label >E-Mail*</label><input size="77" type="text" name="youremail_mandatory" />
<p>
<label style="width:100%">I am <b>frightened</b> of flying*</label>
<select name="frightened_mandatory">
<option value="">please select</option>
<option value="+1">I totally disagree</option>
<option value="+2">I disagree</option>
<option value="+3">neutral</option>
<option value="+4">I agree</option>
<option value="+5">I totally agree</option>
<option value="+9">no answer / I don't know</option>
</select>
<p>
<label style="width:100%">Please note at least one
<b>suggestion</b> what airlines should do better*</label>
<textarea rows="3" style="width:98%" type="text"
name="suggestions_mandatory"></textarea>

<p>

<label >How much is hundred minus one (enter digits)?</label>
<input size="77" type="text" name="cliving_mandatory" />

<label> </label><input type="submit" value="send" />

<!-- ALLOW_CHART_PUBLICATION -->
<!-- CHART_LOGINS_SAME_AS_[xypage] -->
<!-- ANONYMIZE_name_mandatory_VALUES -->
<!-- ANONYMIZE_firstname_mandatory_VALUES -->
<!-- ANONYMIZE_youremail_mandatory_VALUES -->

<input type="hidden" name="nt2me" value="fieldname1,fieldname2,..." />
<input type="hidden" name="nt2cu" value="fieldname1,fieldname2,..." />
<input type="hidden" name="em2me" value="on" />
<input type="hidden" name="em2cu" value="on" />
<input type="hidden" name="qv2bo" value="on" />

[:h]
[:fi]
[:fo]
```

The field cliving_mandatory is for spam protection (remove it if you don't need spam protection). Insert a simple math problem there in words, not numbers, so that manual spammers are not able to understand it. The first letter c in the name cliving_mandatory represents the required calculation result. In our example, the solution is 99 which is the ASCII code of the lower case letter c. So, aliving_mandatory would match the result 97, bliving_mandatory 98, and so on.

Remove the word ALLOW if no public access to the data chart http://yourwebsite/chart.php?n=pagename of this questionnaire is to be available. Or you could protect the chart with logins by indicating an xypagename (the reading rights will be inherited from xypage). Do not forget to anonymize fields with personal data if you leave the chart open to the public or dedicated third parties!

End of HTML `[:h]` (changes to CMS syntax), end of fieldset `[:fi]`, end of form `[:fo]`

em2me: e-mail a copy to me
em2cu: e-mail a copy to the customer
qv2bo: quote values to both
If these hidden fields are not present, default is on.
new: **in2my**: do not send auto formdata alerts to admin $mymail

nt2me: fields* not to be quoted to me
nt2cu: idem to the customer
*Comma separated list.

```
[[[[Questionnaire about travelling by air]]]]

This survey is important. Please answer honestly and spontaneously.

[fo:]
[fi:]
[le:]Your answers[:le]
[au:]Welcome[:au]
[h:]

<input type="hidden" name="youremail" value="enter@youremailaddress.here" />
<input type="hidden" name="thanks" value="thanks" />
<input type="hidden" name="thankssubject" value="Thank you for filling in the questionnaire!" />
<input type="hidden" name="thankstext" value="Thank you for filling in the questionnaire! Please find your answers quoted below. You
may consult all votes real time on [ myurl ]chart.php?n=[ pagename ]" />
<input type="hidden" name="thanksgreetings" value="Yours faithfully, John Smith" />


<label>Name*</label><input size="77" type="text" name="name_mandatory" />
<label>Firstname*</label><input size="77" type="text" name="firstname_mandatory" />
<label >E-Mail*</label><input size="77" type="text" name="youremail_mandatory" />

<p>

<label style="width:100%">I am <b>frightened</b> of flying*</label>
<select name="frightened_mandatory">
<option value="">please select</option>
<option value="+1">I totally disagree</option>
<option value="+2">I disagree</option>
<option value="+3">neutral</option>
<option value="+4">I agree</option>
<option value="+5">I totally agree</option>
<option value="+9">no answer / I don't know</option>
</select>

<p>

<label style="width:100%">Please note at least one
<b>suggestion</b> what airlines should do better*</label>
<textarea rows="3" style="width:98%" type="text" name="suggestions_mandatory"></textarea>

<p>

<label >How much is hundred minus one (enter digits)?</label>
<input size="77" type="text" name="cliving_mandatory" />

<label> </label><input type="submit" value="send" />

<!-- ALLOW_CHART_PUBLICATION -->
<!-- CHART_LOGINS_SAME_AS_[xypage] -->
<!-- ANONYMIZE_name_mandatory_VALUES -->
<!-- ANONYMIZE_firstname_mandatory_VALUES -->
<!-- ANONYMIZE_youremail_mandatory_VALUES -->

<input type="hidden" name="em2me" value="on" />
<input type="hidden" name="em2cu" value="on" />
<input type="hidden" name="qv2bo" value="on" />

[:h]
[:fi]
[:fo]
```

Superglobals

`[_myurl_]`
renders your site's URL.

`[_mymail_]`
renders the $mymail address according to the config.php.

`[_pagename_]`
renders the pagename according to the GET parameter c.

This code (CMS syntax mixed with HTML according to the previous page) results in this form.

Questionnaire about travelling by air

This survey is important. Please answer honestly and spontaneously.

Your answers

Welcome Temp

Name*

Firstname*

E-Mail*

I am **frightened** of flying*

please select

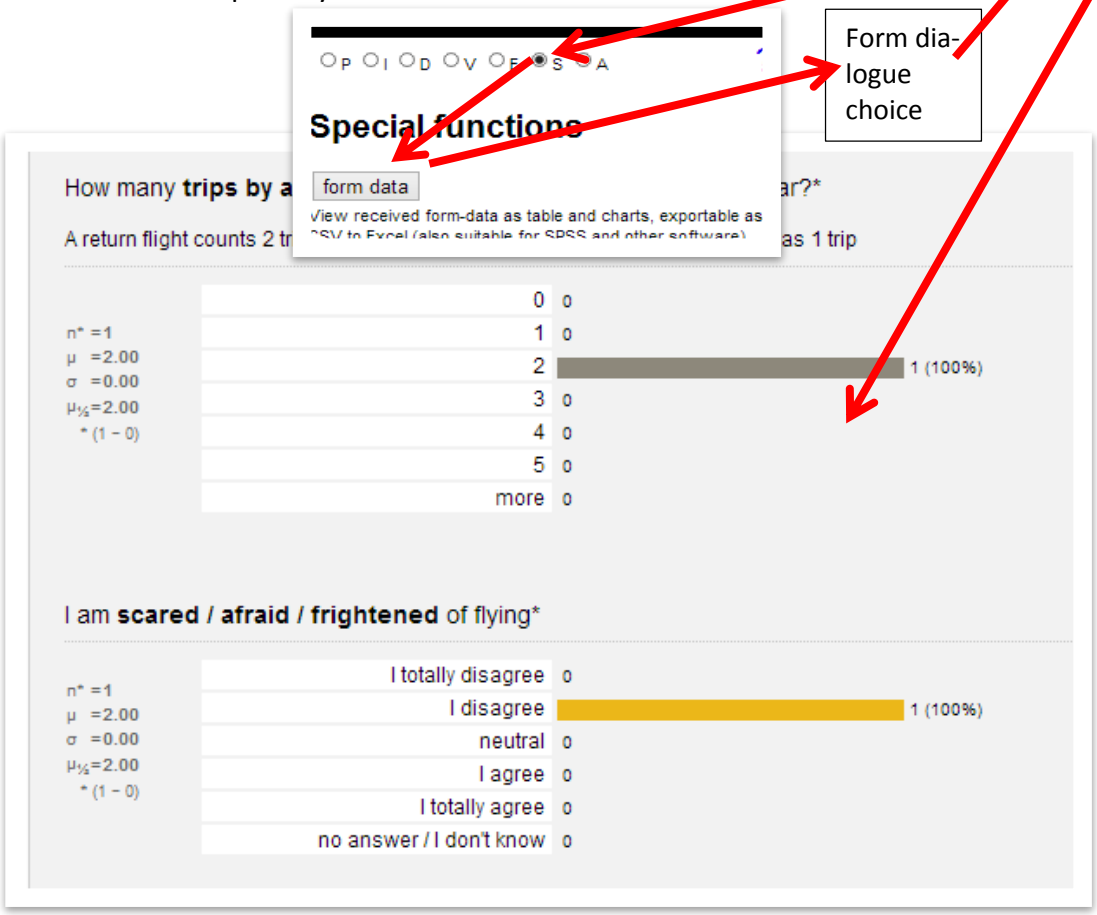
Please note at least one **suggestion** what airlines should do better*

How much is hundred minus one (enter digits)?

send

21 Visualizing and exporting details about data input (Excel, SPSS)

The data input of your form are to be found in PIDVESA's **S** under **form data**.

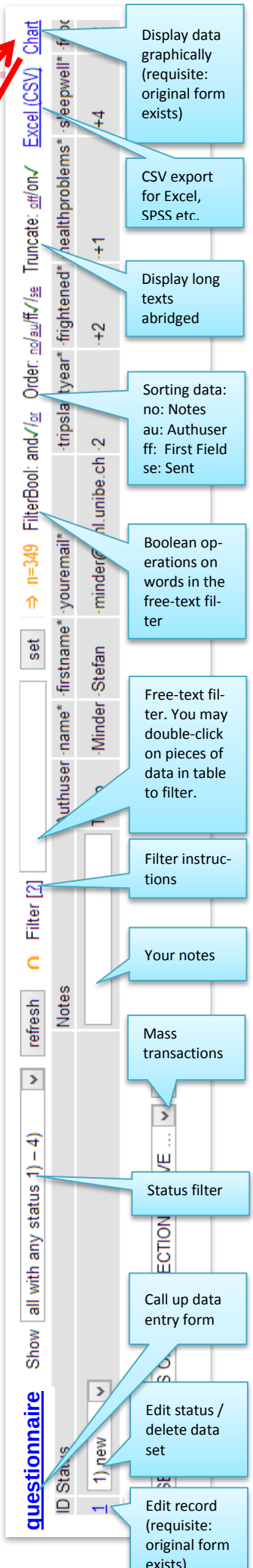


The statistical values (mean value, standard deviation, median) in the charts are correct only if the following prerequisites are met:

```
<option value="100">100CHF</option>
```

1. The value is numeric
2. The value matches the human-readable part.
   So, if a person can choose 100 CHF, the value needs to be 100, not 1
3. The values are equidistant
   Correct examples:
   `1 2 3 4 5` etc.
   `100 200 300 400` etc.
   `0 1 2 3 4 5` etc.
   `0 100 200 300 400` etc.
   `2 3 4 5 6` etc.
   Incorrect examples:
   `0 2 3 4 5 6` etc.
   `100 200 500 600 700` etc.
4. Choices NOT figuring in the statistical analysis (except percentages) such as *I don't know* etc. must be listed last and must have a value differing from the preceding one by a number greater than the equidistance, e.g.
   `1 2 3 4 5 9`
   `0 1 2 3 4 5 9`
   `100 200 300 400 500 900`
   etc.

   It is recommended to separate these visually by an empty `<option></option>` to prevent selection errors.



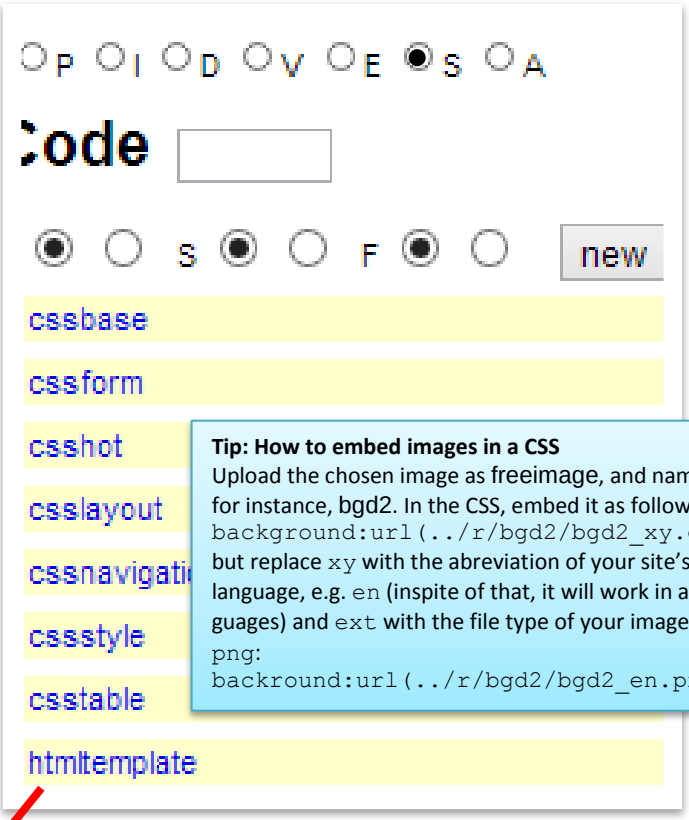
22 Advanced functionalities explained in the online documentation

The online documentation http://www.yuba.ch/u5cms/extras explains advanced functionalities, e. g. the integration of PayPal, how to send personalized serial e-mails, how to render form data, a. s. o.:

- HTML, JavaScript, jQuery, PHP: How to use on your u5CMS-pages
- Create a List With Expandable Items and Expand/Implode All Button
- Create Tabs on a Page
- Personalized Serial Mails (With Variables)
- Forms: Allow File Uploads
- Forms: Show a Datepicker
- Forms: How To Render Data Entered in Forms on a CMS-Page
- Social: Facebook & Twitter share, Like & Google+
- PayPal: How to implement in Forms
- Forms: Textareas with Max. Min. Chars Counter
- Forms: Storing Form Data in Cookies (for later auto-fill-in)
- Forms: Enable Users to Edit Their Data
- Forms: Modify form-data table view
- Intranet: Automatic Inscriptions
- Multipage Surveys
- Forms: How To Count Items in an Order Form Not to Exceed the Stock
- Avoid Inline Scroll in Charts
- Video: Timecode-Links in Captions of Youtube-Videos
- Conference Management: How To Create A Congress Web-Site With Review Process
- How To Hide Content / Comments

23 Changing your site's look: changing HTML template and CSSs

The basic structure (container) of your pages is Defined in **htmltemplate** to be found in PIDVESA's **S** under **code**, **htmltemplate**.
The formats are defined in the CSS files also found there. If CSS files with complex content cannot be saved (which you can tell by the fact that code editor and button don't turn green), the problem lies with the security settings of your provider (have them set at a lower level).
Important: Don't ever edit these files (CSS and htmltemplate) in the file system of your web server; always use the u5CMS' backend!



Tip: How to embed images in a CSS
Upload the chosen image as freeimage, and name it, for instance, bgd2. In the CSS, embed it as follows: Type `background:url(../r/bgd2/bgd2_xy.ext)`, but replace `xy` with the abreviation of your site's main language, e.g. `en` (inspite of that, it will work in all languages) and `ext` with the file type of your image, e.g. `png`:
`backround:url(../r/bgd2/bgd2_en.png)`

save [Ctrl + S]

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml
{{{meta}}}
<link rel="stylesheet" href="r/cssbase.css" type="text/css" title="base" />
<link href="favicon.ico" rel="shortcut icon" />
<script src="plugins/overlay/js/jquery-1.4.3.min.js" type="text/javascript"></script>
<script type="text/javascript">jQuery.noConflict();</script>
<script src="plugins/overlay/js/jquery.fancybox-1.3.2.js" type="text/javascript"></script>
<script src="js/u5_scripts.js" type="text/javascript"></script>
</head>
<body id="body">
<div class="skipLinks">{{{skiplinks}}}</div>
<div id="main">
  <div id="header" style="background:url([_logo_])">
    <div id="metanavi">   <a name="search"></a>{{{search}}}
      <div id="languages">{{{languages}}}</div>
    </div>
    <div id="clickhome" onclick="location.href='./'">
      <div id="slogan">{{{slogan}}}</div>
    </div>
  </div>
  <div id="navigation">
    <div id="navLeft"><a name="navigation"></a>{{{navigation}}}</div>
  </div>
  <div id="content"><a name="content"></a>{{{content}}}</div>
  <div id="news">{{{right}}}</div>
  <div id="footer"><a name="contact"></a>{{{footer}}}</div>
</div>
</body>
</html>
</body>
```

In **htmltemplate**, contents are refenced in triple curly brackets: With {{{content}}} the actual content is output in that particular place. The reference {{{news}}} has been changed above to {{{right}}} as described in Chapter 18.2 to enable contextual column and box contents on the right side. At the place of {{{navigation}}} the navigation is displayed (navigation must not be renamed!). The body must always have the attribute id="body". The free image called logo is embedded in htmltemplate as [_logo_]. [_logo_] and logo, too, must not be renamed. The anchors are necessary for the skip links; see Chapter 18.3. In **htmltemplate**, **r/cssbase.css** is embedded, corresponding to the list item **cssbase** in PIDVESA's S → code, while cssbase itself is embedding all further stylesheets (cssform, csshot, csslayout, cssstyle etc.).

24 CMS backend user management, changing password, password recovery

If you have administrator's rights, you may invite new CMS backend users under PIDVESA's **A → manage backend users**.

You can change your own password under PIDVESA's **A → change your password**.

In case you've forgotten your password and therefore, can no longer log into the CMS backend, order a new password at http://www.ihrewebsiteadresse.xy/reset.php or http://www.ihrewebsiteadresse.xy/anydir(s)/reset.php, respectively.

25 Other CMS settings

Under PIDVESA's **S** you can define basic CMS settings:

define title fixum: the right-hand fixed part of all page titles (title tags), which is important to the search engines!

define homepage: defines the start page of your site. Only pages with the publicity status „public, indexing ok" (see page 28) are eligible. If you do want to define a page with a different publicity status as your homepage, temporarely use the setting „public, indexing ok".

define languages: In case your site is monolingual, void the fields of the second and third languages.

define sizes: basic size specifications in pixels of elements such as images, video player etc. Please note that certain values figure in the CSS files, too, and must match!

preview init scroll: defines which page section is displayed by default in the preview window of the CMS backend. The aim is to display all of the main content, which means that the header and navigatin are outside the window. To help you set preview init scroll properly, open a long page and change preview init scroll incrementally.

26 Special functions

Automatic routing from one of your own pages to another page of your own:

```
[go:]pagexy[:go]
```

Execute HTML and / or JavaScript (for executing jQuery or PHP see http://www.yuba.ch/u5cms/extras):

```
[h:]
 Insert HTML-Code and/or JavaScript here
[:h]
```

Replace logo image on a particular page

`[lo:]picturename[:lo]` Only works if the „logo" is defined in a CSS as background image of an element withthe ID 'header'! Or, change the ID in the file js/logo.php.

27 Installing u5CMS on a web server

The web server must support PHP and MySQL databases and .htaccess-files.

1. From http://www.yuba.ch/u5cms download the ZIP file containing the PHP files and the sql file.
2. Extract the u5cms.zip in a way that the folder structure will be recreated, then copy all files and subdirectories from the folder u5cms (but not the u5cms-folder itself) into a surfable directory of your web server.
3. Create a database and import u5standard.sql OR u5conference.sql if you want a preconfigured conference system with review process, PayPal a.s.o.
4. Adjust the MySQL connection parameters in config.php to the ones needed in your environment (ask your provider). Also adjust your e-mail address in this file.
5. Surf to the dummy homepage on http://yoururl/ (or http://yoururl/subdir if you installed the CMS not at the top of your surfable directory (often called public_html or htdocs or www etc.).
6. To access the u5CMS backend, doubleclick the upper left corner of the dummy homepage according to the instructions in the video http://www.yuba.ch/u5cms. Or, you can use the URL http://.../u5admin/ to access the backend.
7. Your first login to the backend is:

   username: **Temp** password: **FirstPassword7**

   If this login does not work, follow the troubleshooting section a) below. But before doing that, try hard to correctly type username and password (they are case-sensitive!).
8. If you get alerts after logging in saying that the server is not allowed to write files, you have to chmod the subdirectories 'fileversions' and 'r' RECURSIVELY to 777 to allow your server to write there. Maybe you need to chmod other directories to executable and other files to readable if your (ftp)-file-transfer was not optimally umasked.
9. Go to the account administration (you'll find it in the u5CMS backend under 'A' of the PIDVESA radio buttons). Invite yourself as new backend user and DO NOT FORGET to give yourself access to all restricted areas (switch the Higher Admin Rights radio button to 'y')!
10. Close all browser windows or open a new browser, surf again to the dummy homepage, and log into the CMS again, this time with your new personal login (you received it by email).
11. Go to the account administration and delete the user 'Temp' if the system did not do this automatically.
12. If you want to change the look of the dummy homepage, alter the CSSs and htmltemplate which you'll find in the CMS under 'S' of the PIDVESA radio buttons. There, click the 'Code' button. CAUTION: You are only allowed to make changes there (in the CMS). From there, files are exported to the r-folder; never touch the files directly!

TROUBLESHOOTING

a) In the rare case that PHP on your server is running as CGI and not as Module (resulting in logins not properly working), set $autoresolvefastcgiproblems='yes' in config.php AND activate the file fastcgi.htaccess in the cms' top directory by renaming it to .htaccess.

b) If visible backslashes are added to apostrophes after saving text, set $quotehandling='on' in config.php.